

FOR USE WITH
GEOS*
Writer 64™

A high performance, GEOS-based Word Processing System that includes a WYSIWYG Preview Mode, High Speed Text Entry; and imports and exports text and graphics.



MAIL MERGE
Prepares mass mailings.

HEADERS & FOOTERS

TIMeworks ■ 444 LAKE COOK ROAD ■ DEERFIELD, IL 60015

May 6, 1995

Mr. & Mrs. John Baig
2503 Trillium Lane
Waukegan, IL 60538

Dear Mr. & Mrs. Baig:

Thank you for your recent purchase of Timeworks software. Please be sure to fill out the enclosed Software Registration Card, so you can receive the following benefits:



IMPORTS GRAPHICS
from any Geos graphics program.

COMPATIBLE WITH ALL GEOS FONTS

FULL FORMATTING CONTROL—
Word wrap; indenting; single & double spacing; center, right & full margin justification; & more.

SPECIAL EFFECTS FOR EACH FONT STYLE—
Regular; underlined; outlined; boldface; italics; reverse; superscript & subscript.

1. **YOU GET OUR CUSTOMER TECHNICAL SUPPORT TEAM**
At the other end of our free Helpline, you'll find our full-time Customer Technical Support Team -- ready to assist you with your installation.

2. **YOU GET OUR LIBERAL UPGRADE & EXCHANGE POLICY**
If at anytime, you buy an updated version of a Timeworks program, or if you upgrade your computer system, you may exchange your original program for any other program we publish. Let us know!

3. **YOU GET OUR MONEY BACK GUARANTEE**
If you can find anything that works better, simply send us your Timeworks program, your paid receipt, and the name of the program you want. If its available, we'll buy it for you!

This Program Imports Graphics and Fonts from geoPaint and geoWrite.**

Includes Timeworks **QUICK-START MINI-MANUAL™**
Gets you up and running in less than 60 Minutes

This Program Includes a **FREE Q-LINK START-UP KIT****
(Value over \$19)
Details Inside!

Customer Support Plan

Timeworks Technical Consulting Service is available to all registered users to support your installation and use of our software. To become eligible for this service, you must complete and return the enclosed Software Registration Card.

The answers to almost all of your questions can be found in this manual. To save you time, please read it thoroughly before contacting our Help Line. If your question concerns your hardware, contact your computer, disk drive, or printer manufacturer first.

If your question concerns the program, we recommend using the QuantumLink telecommunications network, an on-line service network designed for Commodore users. Timeworks provides Customer Service message boards in the Commodore Software Showcase section of Q-Link. Through these message boards, you can receive fast, direct help and information from Timeworks employees and thousands of other Timeworks users.

If you still have questions and need to call us, we will be happy to receive your calls at one of the following numbers during normal business hours (9 a.m. to 5 p.m. Central Time).

Customer Support Help Line: (312) 948-9208

Update or replacement information: (312) 948-9206

To place an order: (312) 948-9202

If you write to us instead, be sure to include a phone number where you can be reached during the day.

NOTE: Please read the Pre-Call Checklist, which you will find at the end of this manual, before calling our Customer Support Help Line.

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1 INTRODUCTION

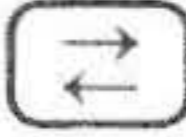
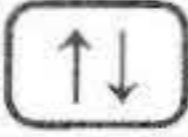
WRITER 64 is an easy-to-learn, easy-to-use GEOS™-based writing tool ideal for creating a variety of documents. The program differs from other GEOS-based word processors in that font and style information are recorded rather than displayed during text entry, thus avoiding the huge delays associated with WYSIWYG (What You See Is What You Get) displays. WRITER 64 has many features. Some of the more important capabilities are:

- Rapid text entry in editing mode
- Special composition font with ultra-fast scrolling
- Supports all GEOS-compatible fonts
- Supports all GEOS-compatible graphics (e.g. from GeoPaint™)
- 100,000 word spelling checker
- Mail merge
- Document view and preview
- Fast, draft and final quality printouts

- Complete keyboard control of pointer (mouse)
- Multi-page capacity, multi-disk storage

How to Use This Manual

If you're like most of us, you probably can't wait to start using WRITER 64 to see what it can do. However, before you begin, read Chapter 2, "Getting Started" and Chapter 3, "The Quick-Start Mini-Manual."

As you read the manual, you will notice that the keys you're instructed to press all appear in rounded corner boxes that resemble the keys on your keyboard. Words that you are asked to type in appear in a **bold type**, selected to resemble typewriter type. The arrow keys will be shown like this:  . The arrow moved by your mouse or joystick is called the pointer in this manual. When we say click, we mean click on the mouse button or press the joystick fire button.

2 GETTING STARTED

Loading GEOS

Before you can use the WRITER 64 program, you must first load the GEOS operating system into your computer. To load GEOS:

1. Insert the GEOS system disk into your disk drive and close the drive door.
2. Connect a mouse or joystick to port 1 (the port closest to the front of the machine).
3. When the word READY appears, type **LOAD“:*”,8,1** and press **RETURN**. In a few moments the deskTop™ screen will appear.

■ Installing a Second Disk Drive

If you do not have a second drive continue to the next section. To install a second drive:

2: Getting Started

1. Follow the above instructions for loading GEOS with one drive.
2. Once you see the deskTop screen, move the pointer to the DISK menu and click on the mouse or joystick. Then select ADD DRIVE.
3. You'll be instructed to turn on the second drive.
4. The GEOS deskTop reappears.

Making a Working Copy

You must make a working copy, or back-up copy, of WRITER 64 before you continue. WRITER 64 is not copy protected, so the back-up procedure is a straightforward one. When you have finished copying, put the original program disk in a safe place, away from heat, moisture and magnetic interference.

■ On a Single-drive System

The working copy disk will be used to store the files you create with WRITER 64.

1. Load GEOS following the instructions above.

2. Once the GEOS deskTop screen appears, select the DISK menu, and then click on Format. GEOS will prompt you to insert a disk to be formatted.
3. Insert a blank disk in the drive. Enter a name for it and press **RETURN**. After the formatting is complete, an empty Disk Notepad will appear on screen.
4. Reinsert the GEOS disk in your drive and move the pointer to the disk icon (shown in the upper right corner of the deskTop). Click on it and the GEOS Disk Notepad will reappear.
5. Place the pointer on the dog ear in the lower left corner of the Disk Notepad and turn the pages by clicking. You will see icons for printers. Locate the icon for your printer and place the pointer on it. Click once to activate the icon and pause. Click again to reveal a ghost icon.
6. Drag the ghost icon to the bottom of your deskTop, off the Disk Notepad. Click once to leave the icon there.
7. Insert the WRITER 64 disk in the drive and click on the disk icon in the upper right corner of the deskTop.
8. Click on the WRITER 64 icon, pause and click again. Drag the ghost icon to the bottom of the deskTop as you did in Step 6.
9. Insert the formatted disk back into the drive and click on the disk icon to open it.

2: Getting Started

10. When the Disk Notepad clears, place the pointer on the WRITER 64 icon at the bottom of the screen. Activate the ghost icon again by clicking once, pausing, and then clicking again.
11. Move the ghost icon up onto the Disk Notepad and click once to drop it.
12. Follow the disk placement instructions that appear on the screen.
13. Repeat Steps 10, 11 and 12 to copy the printer driver icon.

You now have a WRITER 64 working copy that will also be used for saving your files. If you plan to use various fonts or graphics with your documents, you must copy the fonts or graphics to the working disk the same way you copied the program and printer driver. You can also copy the DESKTOP icon to your working copy.

■ On a Two-drive System

1. Load GEOS following instructions above.
2. Once the GEOS deskTop appears, insert your WRITER 64 program disk in Drive A. Click on the upper disk icon to display the WRITER 64 Disk Notepad.
3. Select the DISK menu, and then click on Copy. GEOS will prompt you to insert a destination disk in Drive B.

4. Insert a blank disk in Drive B. If the disk is unformatted, you will be prompted to enter a name for it, the disk will be formatted and copying will take place.

You now have a WRITER 64 working copy. If you plan to use various fonts or graphics with your documents, you must copy the fonts or graphics to the working disk. See your GEOS manual for information on copying files. You can also copy the GEOS DESKTOP icon to this disk.

You may wish to utilize your second drive to store your documents on a different disk. To do so, format a few blank disks. Data disks can be selected by clicking on the appropriate boxes when you have loaded WRITER 64.

Installing Your Printer Driver

Before loading WRITER 64, make sure that your printer and its driver have been installed properly in GEOS. To operate properly, a copy of the printer driver must also be on the same disk as your WRITER 64 files.

Loading WRITER 64

Before you can load WRITER 64, you must load GEOS. (Whenever the WRITER 64 program disk is mentioned, you should use the working copy you created.)

There are two ways to load WRITER 64. Insert the program disk and:

Place the pointer on the DISK main menu option and select OPEN from the menu. Click on the WRITER 64 icon when it appears. Select the FILE menu and then click on Open. This will load the WRITER 64 program.

or,

Place the pointer on the disk icon located in the upper right corner of your screen. Click once, and the WRITER 64 files will be displayed on the Disk Notepad. Double click on the WRITER 64 icon. This will activate the disk drive and load the WRITER 64 program.

3 QUICK-START MINI-MANUAL

Now that you've prepared a working copy of WRITER 64, you're probably champing at the bit to get started with your new program. That's what this chapter is all about—getting you started and becoming familiar with the possibilities of WRITER 64.

If you haven't done so already:

- Load GEOS.
- Load WRITER 64.

Accessing the Menus

The WRITER 64 program can be used with a joystick, a mouse or the keyboard alone (a mouse is recommended). Use any of these to move the pointer to any option that you would like to select. Once you have placed the pointer on the desired option, just press the fire button (if you are using a joystick) or the mouse button, to initiate the option.

3: Quick-Start Mini-Manual

Like GEOS, WRITER 64 uses drop-down menus which appear when you select a main menu option. To view a menu, place the pointer on the main menu option and click. The drop-down menu will appear, revealing additional options. To make the menu disappear, simply move the pointer back up to the main menu line, or below the last option. You can select a menu option with another click.

You can also use the keyboard to move the pointer and access any menu option. Press **CTRL I** to make the pointer move up, **CTRL K** to move down, **CTRL J** to go left and **CTRL L** to go right. **CTRL U** can be used in place of the button. Once a menu has been selected, use these or the **↑↓** **↔** keys to move the pointer to the menu option, and then press **RETURN** to select it.

NOTE: You must select a menu before you can use the arrow keys.

Many menu options show a pair of keys on the right side of the menu. These are Quick Keys. You can select the menu option by pressing both of those keys together, without selecting the menu. This can really speed up your operation of WRITER 64.

Touring the Menus

At the opening screen of WRITER 64, select Create from the options shown. You'll be creating a new document and using it to learn WRITER 64's functions. Give it the name of FIRSTDOC.

If you have a two-drive system and plan to use the second drive to hold your data disk, make sure you have installed the second drive (using the directions in Chapter 2). Before you enter the document name, click on the Drive Box to select the second drive for your data disk.

At last! The WRITER 64 menus are available. The pointer will appear on the first menu, DESK. This contains the version number of the program disk—useful, if you need to contact Timeworks Customer Technical Support, but not too inspiring right now.

Move the pointer, using the mouse or joystick, to the next menu, FILE. Click on this one and more interesting options appear. These choices handle either whole files or sections of files. WRITER 64 organizes files into sections of up to 7424 characters, about two to five pages of text.

Since you haven't any sections yet, remove the FILE menu by moving the pointer up. Click on the next menu, EDIT. As you can see, the options here involve finding, moving and replacing text. We'll come back to this menu in a little while.

3: Quick-Start Mini-Manual

The first two options of the next menu, **FORMAT**, will make more sense when you have some text to play with.

Move down to “Justify is OFF.” If you click on this option, justification will be turned on and the menu will disappear. This means that both the left and right margins will be aligned, with the words spaced even with each margin so your document looks like many books and newspapers. For this **FIRSTDOC**, repeat this procedure to toggle the justification off again, so that when printed, your pages will look like this manual, with only the left side aligned and the right side “ragged.”

Select the **FORMAT** menu again and click on **Set Tabs**. The first tab needs to be defined, so that when you start a new paragraph, the first line will be indented. Enter **1** and press **RETURN**. Press the **INST/DEL** key to remove the setting of 0.0 and enter the new figure of **0.5**. Click on **OK**. Now when you click on **Enter Tab** from the **FORMAT** menu at the beginning of a new paragraph, you’ll have a tab placed there. You could also enter a tab by pressing the **C=** and **T** keys simultaneously. This is the Quick Key combination for this command.

Leave the **FORMAT** menu and click on the **PAGE** menu. You’ll need this menu when you’re getting ready to print. When you select **Show Full Page**, you can view your document exactly as it will be printed, with all font choices and any attributes (bold, italic, etc.).

Click on Top Margin. The default here is .5 inch. That's fine for a sample document. Click anywhere to remove the dialog box and pull down the PAGE menu again. Select Bottom Margin. Notice that this is set to 10.5 inches. WRITER 64 calculates all margins from the top left corner of a page, so the entry here means that the bottom margin begins at 10.5 and continues to 11 inches. Click in the dialog box to continue browsing through the menus.

Click on STYLE. This menu is concerned with the look of your text. We'll return to this menu when we have some text entered.

The last menu, SPECIAL, contains options you probably won't use often. For this example, you won't need a Header, but page numbers on your print-out would be helpful. Select Footer so that your page number will appear at the bottom of the page. The menu disappears and nothing else seems to have happened, except that the word "Footer" appears in the right Status Box. You can now enter the text or characters you would like repeated at the bottom of every page.

Press **RETURN**, type #1 and press **RETURN** again. The number sign means "Put a page number here" and the number tells WRITER 64 to start page numbering at 1. Move the cursor to the first line and press **C** **L** (the Quick Keys for the Center Text command) to center the page number on the page. Click on SPECIAL again. The first two options have changed and apply only to the Footer you've created. Select Save Footer, and shortly you'll be back in Section one, ready to begin your first document.

Entering Text

The general format of the page has been defined and now you can begin typing (finally). The blank page is staring back at you, with the cursor flickering impatiently at the top left corner. Press **(C=)** **(T)**, for the tab at the beginning of the paragraph, then type the following:

Lewis Carroll is the pen-name of Rev. Charles L. Dodgson. His stories, still popular, were written for neighbor children, notably Alice Liddell. She inspired the wonderful nonsense of Alice's Adventures in Wonderland and Through the Looking Glass. The latter book is known particularly because of its extended chess analogy. Many of the characters Lewis Carroll created have remained favorites, including the White Rabbit, Tweedledum and Tweedledee and the Cheshire Cat.

Do not press **(RETURN)** until you come to the end of the paragraph. WRITER 64 automatically wraps the words from one line to the next. To continue this article, press **(C=)** **(T)** (for a tab) to begin a new paragraph, and type the following:

Although his use of puns, word play and puzzles set a tradition for nonsense followed by children's authors such as Dr. Seuss, his books are enjoyed more by adults than children today. The following poem from Through the Looking Glass demonstrates some of his best word creation.

Adding Style and Checking Spelling

The @ signs show attributes; in other words, any special characteristics that apply at that point. You've placed tabs at the beginning of the two paragraphs. Move the cursor onto one of the @ signs and in the Status Box the message "@ tab" appears.

The book titles in the article need to be printed italic. To do this, position the cursor on the capital A of Alice using the arrow keys. You can also position the cursor by moving the pointer and clicking on the new cursor position. Pull down the STYLE menu and click on Italic.

Next, move the cursor to the space after Wonderland and press **C=** **N**. This returns text to normal. Pressing these two keys does the same thing as pulling down the STYLE menu and clicking on Normal. As you noticed when touring the menus, many of the commands have these Quick Keys. When you become more familiar with WRITER 64, the Quick Keys will enable you to perform many of the commands without breaking your chain of thought. A complete list of the Quick Keys can be found in Chapter 5.

Find the next title, *Through the Looking Glass*, and make that italic also. There are now six @ on your screen representing the different attributes. If you can't remember what any of them stand for, just place the cursor on the @ and check the Status Box.

Just in case you misspelled something or your fingers slipped on the keys, select the EDIT menu and click on Check Spelling. You will be prompted to insert the Spelling disk, which is on the reverse side of your WRITER 64 program disk. If a word is misspelled or not in the dictionary, a vertical cursor appears. If the word is misspelled, use the **INST/DEL** key to erase the mistake and then retype the word. If you want to accept it as is, just press **RETURN**.

Editing Text

Let's add more text. Place the cursor at the end of the last paragraph and press **RETURN**. Press **RETURN** again so that there will be space between the article and what follows. Then type this poem. Press **RETURN** at the end of each line and twice after each stanza of four lines.

Jabberwocky

**'Twas brillig, and the slithy toves
Did gyre and gimble in the wabe:
All mimsy were the borogoves,
And the mome raths outgrabe.**

**“Beware the Jabberwock, my son!
The jaws that bite, the claws that catch!
Beware the Jubjub bird, and shun
The frumious Bandersnatch!”**

**He took his vorpal sword in hand:
Long time the manxome foe he sought—
So rested he by the Tumtum tree,
And stood awhile in thought.**

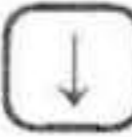


**And, as in uffish thought he stood,
The Jabberwock, with eyes of flame,
Came whiffling through the tulgey wood,
And burbled as it came!**

**One, two! One, two! And through and through
The vorpal blade went snicker-snack!
He left it dead, and with its head
He went galumphing back.**

**“And hast thou slain the Jabberwock?
Come to my arms, my beamish boy!
Oh frabjous day! Callooh! Callay!”
He chortled in his joy.**

The poem ends with a repeat of the first stanza, so let WRITER 64 copy it.

Position the cursor on the first word of the first stanza.

Pull down the EDIT menu and click on the first option, Mark. Using the  key, highlight the first four lines. Leave the cursor on the paragraph marker (the black square) between stanzas. The options available when marking text are shown in the Status Box. When you have completed marking, press   to copy the block in memory.


Move the cursor down to the end of the poem. Make sure you have an extra paragraph marker after the last line. Click on EDIT and select Paste. The text you marked now appears identically at the beginning and end of the poem.

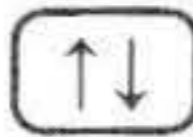
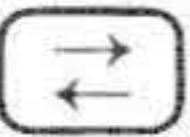
Now let's try indenting just the poem. Position the cursor on the paragraph marker between the title and the first line of the poem. Select the FORMAT menu. Click on the first option, Indents.

A dialog box appears. Enter **2.0** at the vertical cursor for Left Indent; press **RETURN**, and press **RETURN** only for the Right Indent.

Doesn't look much different, does it? The next step will show you exactly how different it is.

Viewing the Document

It's hard to see any formatting you've made, since all the  signs look alike. That's what the first two options on the PAGE menu are for.

Select the PAGE menu and then click on Show Full Page. It will take a moment for WRITER 64 to construct the page. When ready, you will see the top left corner of your completed page. Use the   arrow keys to move around the page. Now you can see the italics and indented text just as it will print out.

Press **RUN/STOP** when you're ready to go back to the editing mode. If you see anything you want to change in Full Page view, you must return to editing mode to change it.

To get an idea of how the whole page looks, without having to move around it, select Show Reduced Page from the PAGE menu. You won't be able to read individual words, but you will see the basic outlines of the page.

Saving and Printing Your File

Your first WRITER 64 document looks pretty good, so let's print it. Select the FILE menu and click on Print. Your FIRSTDOC will be saved to disk and the Printer Control Box will appear.

Click on Draft, then on Ordinary. If your document doesn't print or prints garbage, make sure you have installed the correct printer driver (see Chapter 2).

When finished, select Quit from the FILE menu to return to the GEOS deskTop.

4 WRITER 64 COMMANDS

Entering WRITER 64 from the GEOS deskTop

Once you've loaded WRITER 64, you will see a screen with the following options:

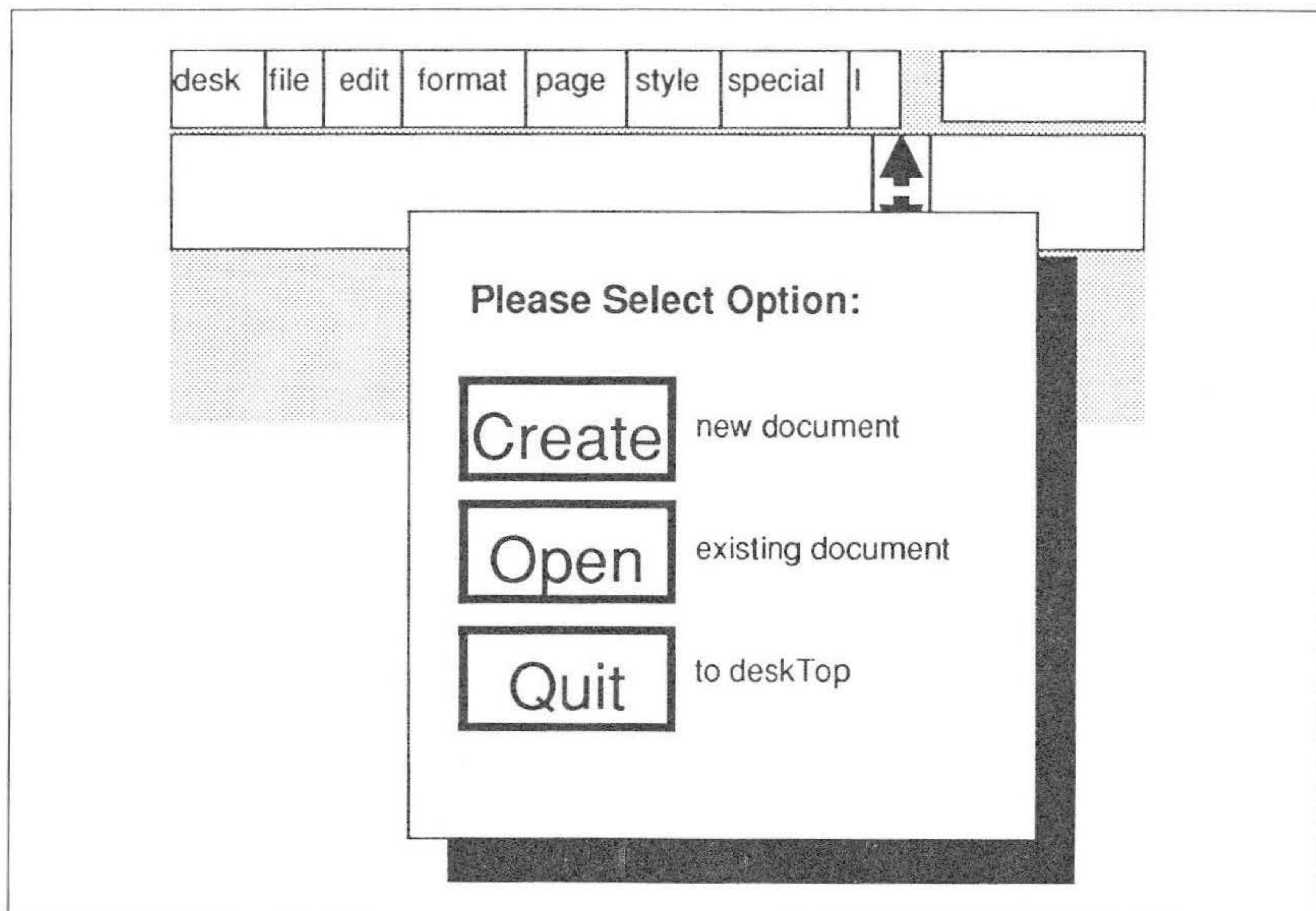


Figure 1

Move the pointer to the option you would like to select. Click once, or press **RETURN** to activate the selection.

■ Creating a New Document

If you select Create, a second dialog box appears which identifies the disk in your drive. If this is your data disk, type in the name of the document to be created and press **RETURN**. The cursor will appear in the top left corner of the page, and you can begin entering text.

If you have a two-drive system, you will be prompted to type in the name of your new document. At the top of this screen there will be a name indicating on which disk this file will be created. To toggle between the two disk drives, move the pointer to the large box with DRIVE in it and click once. The label for that disk will appear on the screen. Enter the name of the file you're creating and press **RETURN**. The new file will be created on the disk in the drive you've selected.

NOTE: WRITER 64 will always default to the drive you loaded the program from when creating new documents. Be sure to click on the DRIVE option before entering your new file name if you want to use a drive other than the one you loaded from.

■ Opening an Existing Document

Select Open and a dialog box will appear indicating the name of the disk along with a list of WRITER 64 documents found on that disk. If there are more than five documents on the disk, a scroll bar will appear at the bottom. Use the scroll bar to find the name of the document, then click to highlight it. To open the file move the pointer to the OPEN icon and click or press **RETURN**. If you are using a two-drive system, you can select the other drive by clicking on the DRIVE icon. You can change disks by using the DISK icon.

■ Exiting WRITER 64

Select the Quit option to leave WRITER 64 and return to the GEOS deskTop.

■ The WRITER 64 Display

Once you've opened a document, the WRITER 64 screen presents a command menu along the top. Each option allows you to perform a different operation. The menus are:

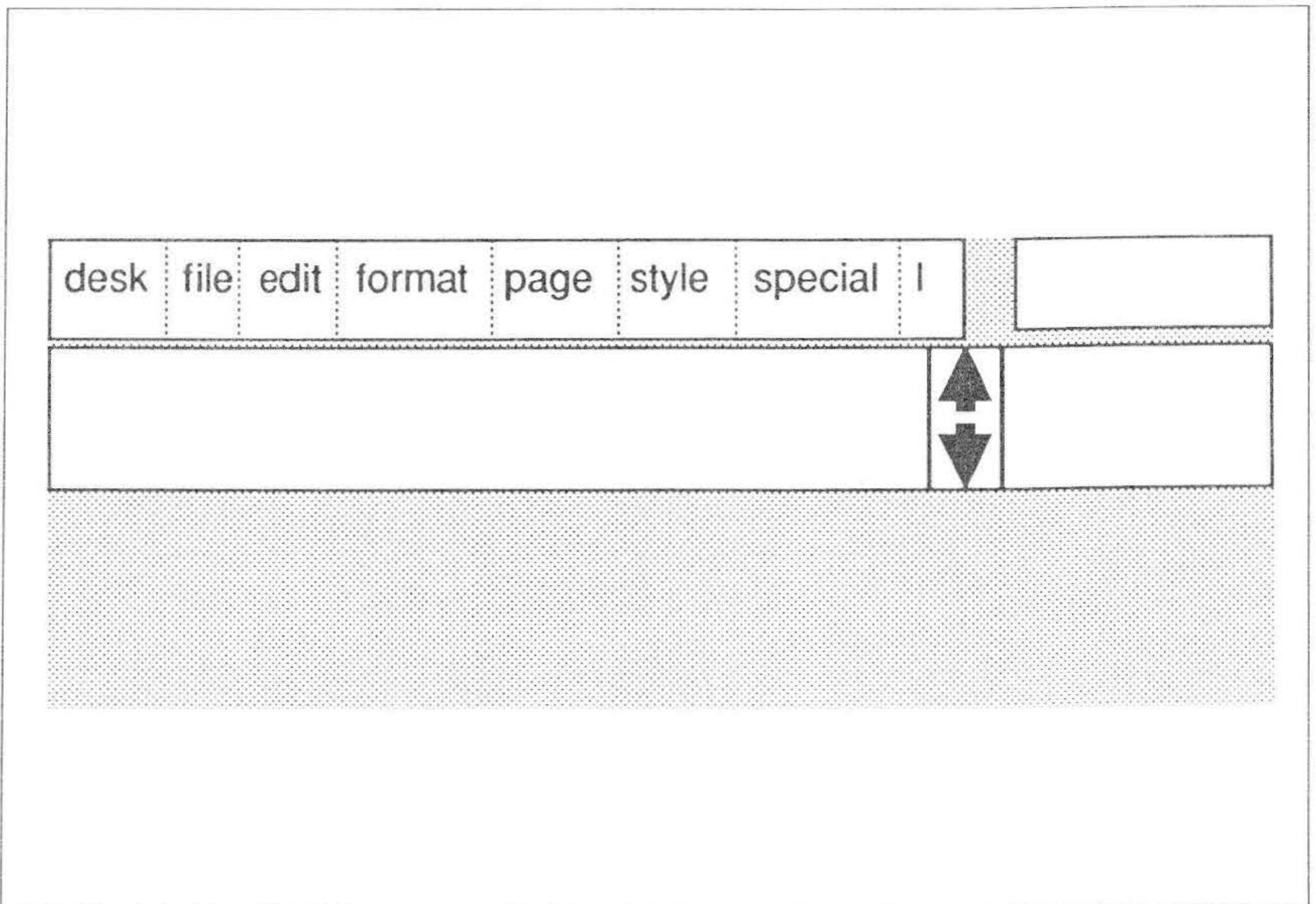


Figure 2

The second line contains a Status Box which will tell of any imbedded commands. On the right side is the name of the current file.

Whenever a menu is selected, you can use the \updownarrow keys to move the pointer to an item. Press **RETURN** to select it. For example, using the \downarrow key will move the pointer down one item.

A second set of keys is available for moving the pointer before a menu has been selected. Press **CTRL I** to make the pointer move up, **CTRL K** to move down, **CTRL J** to go left and **CTRL L** to go right. **CTRL U** can be used in place of the button. You can think of this section of the keyboard like this:

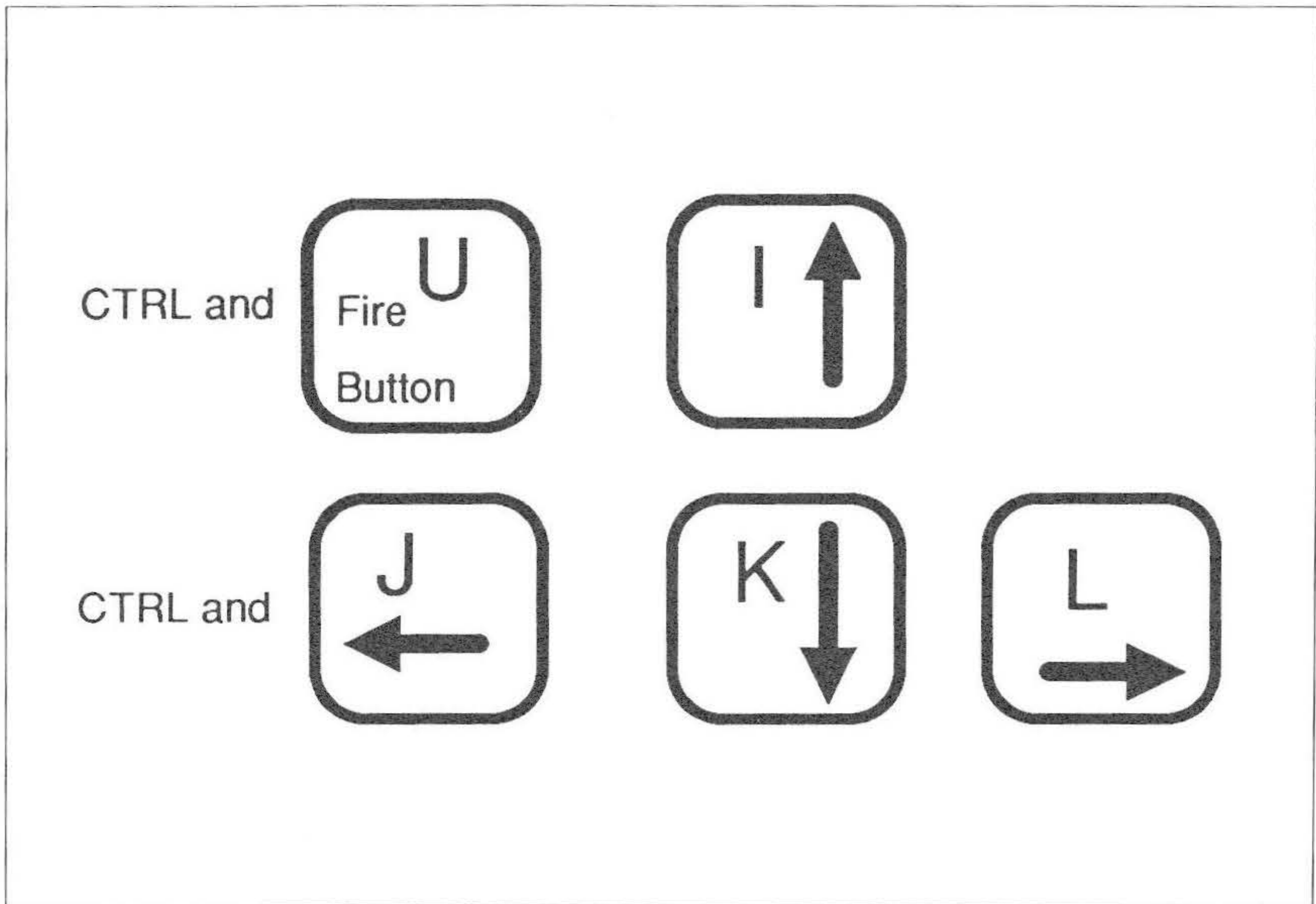

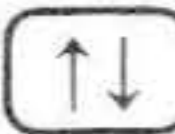


Figure 3

When a menu has been selected, these keys move the pointer to the next menu item.

Moving the Cursor

The cursor is a blinking horizontal line. Normally, you enter text in “Insert,” indicated by the thick cursor and the letter I (seen next to the SPECIAL menu). This means each keystroke moves all text to the right. “Overwrite,” indicated by the thin cursor, writes over the text. Switch back and forth between the two entry types as much as you like by pressing **SHIFT** **INST/DEL** or by clicking on the box where the I or O is displayed.

The cursor moves through the document by using the   or one of the function keys described below. The cursor can also be positioned by moving the mouse or joystick to the desired location and clicking. The only restrictions to the placement of the cursor are the following:

- The cursor cannot be placed on a line after a carriage return character (a solid black dot).
- The cursor can't be placed below the last line of text in a document.

WRITER 64 uses "wordwrap" which means if a word goes past the right margin, the entire word is moved to the next line, rather than being split. A hard return, made by pressing the **RETURN** key and illustrated within a document as a solid black box, is used to end a paragraph. If there are words you don't want to be split, you can insert a "fixed" space by pressing the **C=** key along with the **SPACEBAR**. You can make the fixed space as long or short as you like according to the length of time you hold down the spacebar.

Pressing the **INST/DEL** key alone deletes the character immediately to the left of the cursor (essentially a **BACKSPACE** function), dragging the text to its right over one space to the left. Pressing the **←** key (also known as back arrow, found directly to the left of the **I** key) causes the character directly on top of the cursor to be deleted and shifts the remaining text to the left. Press **C=** **←** to delete the entire word.

Other cursor movement keys are:

F1 Moves the cursor to the end of the line.
SHIFT F1 Moves the cursor to the end of the screen/next screen.

C= F1 Moves the cursor to the end of the section.

CLR/HOME Moves the cursor to the beginning of the line.

SHIFT CLR/HOME Moves the cursor to the top of the screen/previous screen.

C= CLR/HOME Moves the cursor to the top of the section.

- | | |
|-----------------|-------------------------------------|
| F3 | Moves the cursor forward one word. |
| SHIFT F3 | Scrolls the screen up 1 line. |
| C= F3 | Scrolls ahead 1/2 screen. |
| F5 | Moves the cursor backward one word. |
| SHIFT F5 | Scrolls the screen down 1 line. |
| C= F5 | Scrolls back 1/2 screen. |

All keys auto-repeat if held down for more than one second. Be careful when holding the **INST/DEL** key or **←** key down as you may end up deleting more text than you intended. If you have a lot to delete, mark the block and cut it.

Since WRITER 64 uses a proportionally spaced font, altering characters using Overwrite may cause the line length displayed to vary if the width of the character being replaced is not the same as the one just typed. While this may be somewhat disconcerting at first, WRITER 64 doesn't miss keystrokes so the end result will be correct. Type a little slower at first to get used to this.

The DESK Menu

Select WRITER 64 Info for information about your program. This is where you'll find the version number of your program disk. Should you ever need to contact Timeworks Customer Technical Support, you'll need the version number.

The FILE Menu

When you select the FILE menu, these options appear:

Next Section	C= Z
Goto Section	C= G
Close	C= E
Abandon Section	
Export as ASCII	
Print	C= P
Insert Graphic	
Quit	C= Q

WRITER 64 organizes text into sections (up to 120). Each section can have up to 7424 characters (less if using different fonts). This is enough for two to five pages of text, depending on density and amount of style information required. We suggest limiting your sections to one page, making them easily identifiable. Under most circumstances, the last character in the section should be a page break so the final form of the document can be easily predicted.

Next Section—Select this to move from one section to the next. All changes to the current section will be saved.

Goto Section—To move from one section to any other, select this option (or press **C=** **G**) and enter the section number in the dialog box. All changes to the current section will be saved.


Close—Use this to close a file and start another without leaving the program. All changes will be saved and you will return to the opening window. Continue as if you just entered WRITER 64 from the deskTop.

NOTE: WRITER 64 “remembers” the section that you were in when you selected Close and will reload that section the next time you open the document.

Abandon Section—Wipes out the entire section currently in memory but does not affect the last version stored on disk. Choose Abandon Section to cancel any changes you have made. You will be prompted to enter a section number. Enter a new section number or press **RETURN** only to remain in the current section.

Export as ASCII—Selecting this option allows you to send a regular ASCII file to a disk in a sequential (SEQ) file format. Select this when you want to use a WRITER 64 file in another word processing program or in telecommunications.

When you use this option, you can do one of three things with the attribute marks in your file. You can strip them off entirely; send them as they appear in the editing mode; or expand them to indicate what type of attribute will be displayed when printed in draft or quality mode. For example, if a document has the word “MEMO” with the attribute of bold, these are the three ways you can Export as ASCII:

Stripped:	MEMO
Marked:	 MEMO
Expanded:	(BOLD)MEMO

NOTE: A file that is exported cannot be opened by WRITER 64. Close the document (to save it as a WRITER 64 file) before using this option.

■ Printing

NOTE: Before printing a document, make sure that your printer and driver have been installed properly. Printer widths (printer dpi option) are restricted to 60, 72 or 80 dpi horizontal. Vertical is ALWAYS 72 dpi.

Once your printer is set up properly, you can activate the Print option from within WRITER 64 by selecting Print from the FILE menu or pressing **C= P**. (Selecting Print also saves your document.) These are the options available:

Fast
Draft
Quality

Fast—Prints your document as it appears in the editing mode. In other words, only regular text is sent to the printer. Fonts are not produced, pictures are not drawn, and type styles are not displayed. This is the fastest of the three print options. You can do one of three things with your attribute marks. You can strip them off entirely; send them as they appear in the editing mode; or expand them to indicate what type of attribute will be displayed when printed in either Draft or Quality mode. For example, if a document has the word “MEMO” with the attribute of bold, these are the three ways you can print it in Fast mode:

Stripped: MEMO
Marked:  MEMO
Expanded: (BOLD)MEMO

Draft—Fully expands the attributes, fonts and graphics selected. It closely resembles the final document except only one pass of the printhead is used. This results in a lighter print-out but takes only half as long as in the Quality mode. If there are any merge marks present, you'll be prompted for the file name containing the merge information when the first merge mark is encountered. Printing continues until all the records have been merged and printed.

Quality—Should be used for the final print-out of the document. This option also fully expands all attributes, fonts and graphics and uses two passes of the printhead to produce a darker, smoother, high-quality document. Just as in Draft mode, if a merge mark is encountered, you will be prompted for the file name containing the merge information.

NOTE: Quality print mode uses a search procedure to determine if the printer selected supports the quality mode. Some printers, especially the older Commodore printers, do not support this mode. WRITER 64 automatically detects this fact and reverts to Draft mode. Certain other printers may have the pattern required for Quality yet still not be fully compatible. Your first print-out will show this. If your printer produces garbage output while using the Quality mode, use the Draft mode only.

Click on Ordinary to begin printing in Quality or Draft mode, unless you have a Serial Box™. If that is the case, select that option instead.

Once you've begun the printing process, you can pause by pressing **F1**. To resume printing, press **F2**. To stop the printing process altogether, press and hold the **RUN/STOP** key.

Insert Graphic—Allows the mixing of graphics (contained in a Photo Album) with text. Graphics are defined in terms of overlays. Information is entered including the Photo Album name (and the page within the album), offset down and offset right (both specified in inches starting from the upper left corner of the page). Graphics are overlaid on top of any underlying text so a blank area should be created if the picture is to appear alone. If the desired overlay is on a page (of the Photo Album) other than Page 1, append the file name with the “#” sign and one digit signifying the desired page. For example, if the desired graphic is on page number 5 in Photo Album ALBUM, specify the name as ALBUM#5. WRITER 64 is case sensitive, so make sure you enter the Photo Album name exactly as you created it. In other words, entering the name as Album#5 will not find the graphic ALBUM#5.

NOTE: All the graphics information must be defined and entered above the place where it is to be printed. To limit the chance of being past the starting point, insert your graphics information near the beginning of your document.

Quit—Select this (or press **C=Q**) to return to the deskTop. The file will be automatically saved with any changes before you return to the deskTop. If you don't want to save your changes, select Abandon Section before quitting.

The EDIT Menu

The options here are:

Mark	C= M
Paste	C= V
Search Again	C= A
Replace Next	C= R
Define Search	C= S
Check Spelling	

Mark text to be moved, copied or deleted by positioning the cursor at the beginning of the text to be edited and selecting Mark from the Edit menu or pressing **C=** **M**. When you select this option, the cursor appears larger. As you press the **↔** **↑↓** keys, the marked letters appear in reverse. Remember, you can also place the cursor using the joystick or mouse. When you have highlighted the block, select an option by pressing the appropriate keys, shown in the Status Box. If you select the EDIT menu again, these options appear:

Cancel	RUN/STOP
Cut	C= X
Copy	C= C
Delete	INST/DEL

Cancel—Exits from Marking and returns to normal editing, with the block marks removed.

Cut—Removes the text from the screen and saves it in a special memory area.

Copy—Copies the marked text to a special memory area while also leaving the text on the screen.

Delete—Removes the text permanently. You cannot paste it back into your document.

Paste inserts the cut or copied text at the current cursor location. You can repeatedly paste text blocks until you cut or copy something else.

Select **Search Again** to find the next occurrence of a word or phrase. Select **Replace Next** to find and change a word or phrase. Select **Define Search** to enter the letters or words you're searching for and the words you want to replace them with (if any). After defining your search or search and replace strings, choose either Search Again or Replace Next to execute the command.

Check Spelling produces the 100,000 word spelling checker. The spell checker starts from the current section and runs to the end of the current section, or to the end of the last section of your document when selected.

Select this option from the EDIT menu. When prompted, insert the Spelling disk, located on the reverse side of your WRITER 64 disk. (We recommend that you copy the spelling disk onto a separate disk.) The screen clears and the spell checker starts checking the current section. Each word flashes briefly as the Speller compares it to the dictionary. If it can't find a word, the process stops and the vertical bar cursor appears. At this point, either correct the spelling using the **INST/DEL** key to erase the error and type in the new spelling, or accept the word by pressing **RETURN**. To change all occurrences of the misspelled word, make any changes and click on the Change Box. The Speller searches for all occurrences in the document. If the This Section Only Box is selected, the search stops at the end of the section.

NOTE: Pressing **RETURN** will not change the spelling in all sections even though the All Sections Box is darkened. To do this, you must click on the Change Box. Also, you must have the cursor within the section you want to begin the spell check. WRITER 64 only checks spelling forward from the section the cursor is in when you begin the process.

During spell checking, the mouse is very unresponsive, so use **RUN/STOP** to Cancel, **F5** to switch to All Sections and **F7** for This Section Only. Change to either type of operation by clicking on the appropriate selector box.

NOTE: Headers and Footers must be spell checked individually by selecting one or the other from the SPECIAL menu and then selecting Check Spelling.

The FORMAT Menu

The options in this menu are:

Indents	C D
Center Text	C L
Justify is OFF	
Set Tabs	
Enter Tab	C T
Enter Page Break	

Select **Indents** to set an additional indentation for a paragraph. (Don't confuse this with the document margins set from the **PAGE** menu.) For example, if you have a long quotation, you can indent that paragraph more to set it off from the rest of the document. Indents are calculated from the current margins. Be careful when entering indents that the left margin added to the left indent is not greater than the right margin minus the right indent. For example, your left margin is .5 and your right margin is 8.0. If you entered a left indent of 2.0 and a right indent of 2.0, your text would appear between 2.5 and 6.0 inches.

You must reset your text to regular document margins after the indent. To do this, position the cursor in the last line to be indented and select **Indents** again but enter **0.0** for both left and right indents.

NOTE: Indents and Center Text take effect on the next whole line, so select the option in the line above the one you want centered or indented.

Click on **Center Text** to set an attribute marker for a centered paragraph. The margins will be equal on both sides.



Justify determines whether the text will be right-justified—in other words, if you want the text to be aligned on both edges or not. This option acts as a toggle. If the current setting is OFF, when you select it, the option changes to ON and the menu vanishes.

Tabs are set by selecting FORMAT and then Set Tabs. Enter the number of the tab you want to set, up to 8. Use the **INST/DEL** key to remove 0.0 and type the number of inches. Click or press **RETURN** to accept. For example, you want tabs at .5 and 1.5 inches. Enter 1, delete the zeros and enter .5. Press **RETURN**, enter 2 and then 1.5. Press **RETURN** and click on OK.

Enter a tab by placing the cursor in the document where you want the tab to appear. Press **C= T** to place the tab or select FORMAT, and then Enter Tab. Press **C= T** again for the second tab and so on.

Enter a **Page Break** anywhere in the document you want the printer to advance to the next page. If you have a large document with multiple sections, we advise making each page a separate section, each ending with a page break. Formatting your document in this way makes it easier to predict the final form of the document.

The PAGE Menu



The normal mode for data entry is called editing mode. All commands are suppressed and are indicated by this symbol . When the cursor is over an  mark, the Status Box tells what command is represented there. Pictures and fonts are shown by name but are not reflected on screen. Select PAGE when you're ready to take a look at the final form of your document.

The choices are:

Show Full Page
Show Reduced Page
Spacing
Top Margin
Bottom Margin
Left Margin
Right Margin
Page Length



Show Full Page expands all attributes and generates fonts on screen. Pictures are overlaid where appropriate. You can look at the entire document just by moving the pointer, though no changes can be made. This view is strictly for checking the form of the document.

Use the   keys or **HOME** to move around the document. The tiny page facsimile to the right of the Status Box shows the approximate location. Go directly to a specific place on the page by moving the pointer to the location you want and clicking. Use the **F1** key to proceed to the next page or **RUN/STOP** to return to editing mode.

Show Reduced Page produces a facsimile of an entire 8½ x 11 inch page so you can get an idea of the document's overall appearance. You can then return to the editing mode or you may preview the next page.

Margins are specified in inches, calculated from the top left corner of the page. To set margins of one inch all around on 8.5" x 11" paper, enter 1.0 for the Top Margin, 10.0 for the Bottom Margin, 1.0 for the Left Margin and 7.5 for the Right Margin.

Page Length is specified in inches. Since GEOS supports only an 11-inch page length, you can use this option for greater flexibility in positioning the footer. Both headers and footer are centered lengthwise in the available margins. By changing the value of the Page Length, the size of the bottom margin will change, and therefore the position of the footer. Experiment with this option.

The STYLE Menu

These are attributes which are altered throughout the text, even on a character by character basis if you want. The options available are:

4: Writer 64 Commands

Set Font	C= F
Normal	C= N
Bold	C= B
Italics	C= I
Underline	C= U
Outline	C= O
Superscript	C= >
Subscript	C= <
Reverse	

Set Font gives access to eight fonts besides the BSW 9 point internal font. This allows the selection of any available GEOS fonts. Use of the standard composition font allows for ultra-fast scrolling during text entry. It is GEOS-compatible and may be selected for output as well as composition. In order to select a font other than the internal font, you must copy the fonts onto your working copy of WRITER 64.

The other menu options are all text styles. To use any of these options, position the cursor just left of the text to be styled and then press the Quick Keys or select the option from the menu. Move the cursor to just right of this block and press **C=** **N** to return to normal, unstyled text in the current font.

The SPECIAL Menu

These are less frequently used items including:

Header	C	J
Footer	C	K
Chain File		
Merge Mark		
Set Printer Width		

Header and **Footer** allow for a single line of text to be printed at the top and bottom of each page. Page numbering is controlled within these two. Use the “#” sign to start pagination. A “#” sign followed by a number (not zero) will start pagination at that number. You can treat headers and footers just like regular text—centered or indented, different font or size, bold, underlined, etc. There is no limit to the number of characters in the header/footer but the text is limited to one line only.

Chain File imports a file and links it to the bottom of the current document. There is no limit to the number of files which can be chained.

Merge Marks join text and/or graphics within the current document. Sample files on your program disk illustrate a form letter and address file merge. You can't merge two files that each have merge marks. Merge files are limited to one section and 8000 characters total.

4: Writer 64 Commands

To use this feature, you must have a file containing merge marks which tell the program where to place the data it will be importing to this document and a second file containing the data to be exported.

To see a sample merge file, select the MDATA file on your WRITER 64 program disk. The MDATA file illustrates how the data is organized. You can have up to nine lines of data in a record with each group of lines separated by a “/.” Each group must have the same number of lines. When your document is printed, this file will be merged. You will have as many copies of your document printed as there are groups of lines in the merged file.

The file receiving the data should be set up as illustrated by the MDOCUMENT file, also on your WRITER 64 program disk. Note where the merge marks are placed.

To place merge marks in a document:

1. Position the cursor where you want the imported data placed.
2. Select the SPECIAL menu and then choose Merge Mark.
3. When prompted, type in the line number that contains the data you want in this spot. (If you want the second line of data in the group, type 2 and so forth, up to 9.) Press **RETURN**.
4. Repeat the above process for each line of data you want to import.

Set Printer Width to set the printed width of characters in dots per inch (dpi). All printers print characters either 60, 72 or 80 dpi across. See your printer manual for the correct setting with your printer or simply try the three options and select the best looking one.

The Help Screen

Press **C=** **H** to produce a summary screen of keystroke commands. Press **RETURN** to advance to the next screen or **RUN/STOP** to return to the text.

5 QUICK REFERENCE GUIDE

Facts at Your Fingertips

■ Editing Keys

INST/DEL	Deletes the character to the left of the cursor.
SHIFT INST/DEL	Turns Insert on and off.
←	Deletes the character directly under the cursor.
C= ←	Delete word.
F1	Move cursor to the end of the line.
SHIFT F1	Move cursor to the end of the screen/next screen.
C= F1	Move cursor to the end of the section.
CLR/HOME	Move cursor to the beginning of the line.
SHIFT CLR/HOME	Move cursor to the top of the screen/previous screen.
C= CLR/HOME	Move cursor to the top of the section.
F3	Move cursor forward one word.
SHIFT F3	Scroll screen up 1 line.
C= F3	Scroll ahead 1/2 screen.

F5	Move cursor backward one word.
SHIFT F5	Scroll screen down 1 line.
C= F5	Scroll back ½ screen.
F7	Select STYLE menu.
SHIFT F7	Select FORMAT menu.
C= F7	Select EDIT menu.
RUN/STOP	Cancel block mark.
→	Move cursor right by one character.
SHIFT →	Move cursor left by one character.
↓	Move cursor down one line.
SHIFT ↓	Move cursor up one line.
RETURN	End of paragraph mark (hard return, solid block).
C= RETURN	Skip to beginning of next line.
SPACEBAR	Enter a space character.
C= SPACEBAR	Will create a fixed space, wordwrap will not occur here (shown in reverse).

There are a few additional characters not marked on the keyboard. They are accessed by:

C= [{ (open brace)
C=]	} (close brace)
C= ~	(bar)
C= -	_ (underscore)
C= /	\ (backslash)
C= *	~ (tilde)
C= @	' (accent)

■ Quick Keys

Quick Keys can be used instead of going through the various menus to produce style or format information. Each is used in conjunction with the **C=** key.

Function

Bold text
Center text
Close document
Copy to buffer
Cut text to buffer
Define search text
Enter tab mark
Footer
Full page display
Goto specified section
Header
Help screen
Indent current paragraph
Italics
Mark a block
Next section
Normal style (plain text)
Outline text
Page break
Paste text
Print
Quit
Replace next
Search again
Set font and size
Subscript
Superscript
Underline text

Quick Key

C= **B**
C= **L**
C= **E**
C= **C**
C= **X**
C= **S**
C= **T**
C= **K**
C= **W**
C= **G**
C= **J**
C= **H**
C= **D**
C= **I**
C= **M**
C= **Z**
C= **N**
C= **O**
C= **L**
C= **V**
C= **P**
C= **Q**
C= **R**
C= **A**
C= **F**
C= **<**
C= **>**
C= **U**

Glossary

Back-up—An additional program or data disk you make as a second copy. This protects the original program or data disk in case of damage or loss. “To back up” refers to the process of making a back-up disk.

Buffer—A place in the computer’s memory where software programs temporarily store data that’s not currently needed.

Byte—A byte is a unit of measure used for software, disk storage and memory. It generally represents one character.

Cursor—The blinking line or box that appears on the computer screen which indicates where you are going to type.

Desktop—The “environment” of a graphic operating system such as GEOS.

Dot Matrix—A common method used by printer manufacturers to produce printed copy. A series of dots are generated by a dot matrix printer to form characters.

Export—To send out. A program that is exporting something is sending out information.

File—A collection of information. In word processing programs, files are often referred to as “documents.”

Font—A typeface with a variety of point sizes.

Format—The overall layout of a document. Also used to describe the procedure used to prepare a floppy disk for data storage.

Ghost Icon—The inverse image of a selected icon.

Icon—A graphic representation of files and devices.

Import—To bring data into a program, usually text or graphics that were created by another program.

Joystick—A hand-held device that is used to guide the pointer to different areas of the screen.

Menu—A list of functions.

Merge—To combine data from two or more files into one.

Modem—A device that allows the computer to communicate by telephone.

Mouse—An input device that moves a pointer on the screen to activate icons and menus.

Point Size—A measurement of type, equal to 1/72 of an inch. (A 72 point font is one inch tall.)

Pointer—A small graphic character displayed on screen and moved with a mouse, joystick or keyboard.

Printer Driver—A file of data used by a program to activate the functions of a specific printer.

Word Wrap—The function of text being moved to the next line without pressing **RETURN** and without splitting the word at the end of the line.

Troubleshooting

ERROR MESSAGE	REMEDY
Can't Find Printer Driver	Copy the correct printer driver onto the disk that contains your documents. See Chapter 2.

To obtain help with this and other Timeworks programs, we recommend using the QuantumLink telecommunications network, an on-line service network designed for Commodore users. Timeworks provides Customer Service message boards in the Commodore Software Showcase section of Q-Link. Through these message boards, you can receive fast, direct help and information from Timeworks employees and thousands of other Timeworks users. In addition, you will have access to other programs and products, many free of charge.

■ Pre-call Checklist

Before You Call . . .

1. Have you investigated the manual thoroughly (Facts at Your Fingertips and the Index) for the answer to your question?
2. Has the problem ever appeared before? What procedure did you use to produce the problem, and can you reproduce the situation? Have you tried reproducing the problem with hardware other than your own?
3. Are you using any additional equipment with your system, such as desk accessories, cartridges or enhancers? If so, disconnect the additional hardware/software and try to repeat the problem. If you cannot, did you change your hardware or software configurations before you first experienced the problem?
4. If the problem is related to printing, have you checked your printer manual or contacted your printer manufacturer for the answer?
5. Have you returned your Registration Card to Timeworks?

If You Call . . .

1. Which Timeworks product are you calling about, and what is the version number (For example, WRITER 64, version 1.0)? You will find the version number when you select WRITER 64 Info from the DESK menu.

2. What system are you using—for example, Commodore 64 or 128?
3. Have your user's manual with you when you call, and keep your manual and any other pertinent materials by the phone in case we need to call you back.

If You Write . . .

Include a phone number where you can be reached during the day.

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Notes...

Personal Computer Software

Timeworks has put the **personal** in Personal Computer Software.

We have pooled creativity, technical knowledge, manufacturing expertise, and conscientious quality control to bring to you the versatility and reliability demanded by the computer generation.

We have dedicated ourselves to the development of programs which meet the personal productivity needs of the computer user. Each program is designed and tested with the user's needs foremost in our minds.

Timeworks programs utilize maximum computer capacity. Our manuals are user-friendly, written in plain easy-to-follow language, then carefully edited to provide continuity and correlation with the program.

If superior design, maximum capability, effective graphics, and dependable performance are important to you, look into Timeworks **personal** computer software.

You'll be amazed at the difference a **personal** commitment can make.

For other Timeworks software see your local Timeworks dealer, or contact Timeworks, Inc., for a list of our latest software.

Timeworks, Inc. 444 Lake Cook Rd. Deerfield, IL 60015
(312) 948-9202

At A Glance:

WRITER 64 is a friendly, high performance word processing program that incorporates the popular GEOS Operating System. Icons, dialog boxes, and windows let even the novice user feel right at home—yet the extensive array of features provide enough power and sophistication for the experienced user as well.

Features:

- **WYSIWYG Preview Mode:** The "What-You-See-Is-What-You-Get" Preview Mode allows you to view your document on your screen *exactly* as it will appear on the printed page—*before* you print it!
- **A 100,000-Word, Built-In Spell Checker:** Automatically locates misspelled words, and helps you create an error-free document.
- **Complete Compatibility with geoPaint and geoWrite:** Enables you to import all GEOS fonts and graphics into your document.
- **A Wide Variety of Built-In Special Effect Fonts:** In addition to importing all GEOS fonts, WRITER 64 also includes a wide variety of special effect fonts—giving you hundreds of type-style combinations to choose from. With each font, you can choose regular, underlined, bold, italic, outlined, reverse, superscript, or subscript characters.
- **Mail Merge:** Allows you to print *individualized* form letters, and quickly prepare "mass" mailings with the name and address files created with WRITER 64.
- **High Speed Text Entry:** This feature allows you to enter and edit text *five times faster* than other GEOS-based word processors.
- **Full Formatting Control:** WRITER 64's extensive formatting options allow you to *visually organize your text* in a variety of ways. Formatting options include: center, right, or full margin justification; single and double line spacing; word wrap; tabs; pagination; and indenting.
- **2-Way Printouts:** Opt for a Fast-Draft printout to quickly proof and review your document; or choose the Final-Quality printout for a professional looking printed document, *every time!*
- **Headers and Footers:** Displays and prints headers and footers throughout your document, at your command.
- **Automatic Word Wrap:** No need to press RETURN at the end of a line! WRITER 64 automatically does it for you.
- **Cut and Paste:** Automatically moves or copies blocks of text within your document.
- **Search and Replace:** Locates words or word fragments in your text, and automatically replaces them as you direct.
- **Document Chaining:** Allows you to print documents of unlimited length with page numbers.

This Program Also Includes:

- **Quick Keys:** Lets you access WRITER 64's commands quickly, using just a single keystroke.
- **3-Way Program Control:** Use your mouse, joystick, or keyboard to move around your document. Lets you quickly select editing and formatting options.
- **Abundant HELP! Screens:** Gives you extra on-screen guidance *while* you are using the program.
- **Pull-Down Menu Technology:** Places all program commands directly on your computer display. Clear and simple!

Technical Requirements:

- A Commodore 64, 64c, or 128 (in 64 mode) computer.
- A Commodore 1541 or 1571 disk drive.
- GEOS 1.3 or later.
- A mouse or joystick is optional.

*** Offer expires 90 days after your date of original purchase.

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