TIMEWORKS®

For
COMMODORE
128
COMPUTERS
80 COLUMN

Personal Computer Software

Word Writer

with Spell Checker

128 T.M.

An 80-column professional word processing system for home and business use. Includes an 85,000-word spelling checker and a built-in, 5-function calculator.

AT A GLANCE:
This system includes:

- A program which can be used by itself or interfaced with Timeworks' DATA MANAGER 128 (data base) and SWIFTCALC 128 (spreadsheet) programs, enabling you to produce customized reports incorporating information generated from all three systems.

- "Pull-down" menu technology that places all program commands directly onto your computer display. No need to memorize command codes or use a reference card.

- A full-screen format which lets you view your document on your screen exactly as it will appear when you print it. Scrolls up to 250 characters.

- On-Screen Highlighting which lets you display <u>underlining</u>, *italics*, and **boldface** on your computer screen — as you write.

- A program that works in C-128 (128k) mode with a 40 or 80-column monitor.

- Full Prompting - You will be guided through this program by thoughtful and easily understood instructions from your computer display screen, complemented by a manual written in easy-to-understand English.

This Program Will INTERFACE With the
Data Manager 128 & SwiftCalc 128
By Timeworks

MONEY BACK GUARANTEE
If you can find a better word processor we'll buy it for you!
(details on back)

TIMEWORKS®

User's Manual

Word Writer with Spell Checker

128™

For COMMODORE 128 Computers*

Customer Support Plan

Timeworks' Telephone Consulting Service is available to all Registered users at no charge to support your installation and ongoing operations.

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 your manual. To save you time, please read it thoroughly before calling 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 will be happy to receive your call at one of the following numbers during normal business hours (central standard time).

Toll Free Help Line: 1-800-323-9755.

Illinois residents, call: (312) 948-9200.

NOTE: Please read the Pre-Call Checklist, which you will find in Chapter 8 of this manual, before calling our Customer Support Help Line.

If you enjoy this program, try these other, equally stimulating programs from **Timeworks, Inc.**:

Cat. No.	Program
Home Management	
7351	**Data Manager 128**
7352	**Word Writer 128**
7354	**Swiftcalc 128**

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- What is a Word Processor, and What Can it Do For You?
- How is WORD WRITER 128 Different?

Now you can easily computerize all your letters, reports, forms, and memos, even if you have no word processing or computer experience. With WORD WRITER 128's full screen format, you can see your document on your computer display exactly as it will appear . . . *before* you print it. This ensures that you get exactly what you want in the final copy.

Tabs help you structure your documents so you can quickly place text where you want it in your document. To further simplify and speed up your operation of this system, all of the function commands are immediately accessible on the program's pull-down menus.

The WORD WRITER system interfaces with Timeworks' DATA MANAGER 128, giving you a versatile mailing list maintenance system. This "mail list" function inserts your addresses directly into your letters for form letter printout. You can also transfer spreadsheet information from your SWIFTCALC 128 program directly into a WORD WRITER document.

WORD WRITER also includes two special features, The Spell Checker spelling checker and a built-in calculator. The Spell Checker searches through your documents and alerts you to any misspelled words, while the calculator function allows you to perform calculations right on your display during document production.

Your WORD WRITER, with its pull-down menus, interface, spelling checker, and built-in calculator, transforms your computer into an efficient, professional-quality work station.

Take your time reviewing this manual and follow our step-by-step instructions. That way you'll get the most from your computer and this program – the most flexibility, the most professional results . . . and the most fun!

■ What Is A Word Processor, and What Can It Do For You?

One way to understand a word processor is to think of it as a computerized typewriter that talks to you as you work together. You use a keyboard to operate a word processor, and the final product is printed out on a sheet of paper. However, a word processor is a much more efficient machine for creating, editing, and producing printed documents than even the most sophisticated typewriter.

The key benefit of using a word processor is that you can easily edit text for corrections and revisions. For example: You have just finished a 20-page report and you are submitting it to your superior (or teacher) for approval. After reading it over, he or she points out one aspect of your report that should have been covered in more detail, and you need to add two paragraphs. If you were using a typewriter, you would have to retype the entire document. This would take an experienced typist several hours.

Not with your computer and WORD WRITER 128!

If you had written your report using a word processor, corrections would have taken only a few minutes, because you can easily insert additional text into a document. As for retyping, leave that to your printer. Even the lowest-cost printer can out-type the most experienced typist. Best of all, errors are virtually impossible. A "slow" printer turns out about 250 words a minute, but the fastest typist will only type 80 words in that same minute.

You can also use your word processor as a THOUGHT PROCES-
SOR. When you are assembling all those great ideas for your
report, or developing that all-important outline, why not record
your information on a word processor? All your ideas will be
neatly (and safely) arranged on a computer disk for easy retrieval
at a later time. Since it is so easy to type your THOUGHTS on
a word processor, you will begin to break away from the shackles
imposed by pencil and paper. You'll never have problems
deciphering your notes and rough drafts again, and revisions will
be as easy as a push of a button.

■ How is WORD WRITER 128 Different?

WORD WRITER 128 differs from other word processing
software in two important ways: 1) pull-down menus simplify its
use, and 2) WORD WRITER can be interfaced with a data base
and a spreadsheet program.

Even if you have never used a computer before, you'll feel right
at home with this program. All word processing commands are
easily accessible on pull-down menus – you don't have to
memorize commands. The keys that you do use on the keyboard
are referenced in an on-screen Help window. When you select
one of the options from a pull-down menu, the program guides
you through its proper use with logical and easy-to-follow
prompts.

The WORD WRITER program has also been specially designed
to interface with the Timeworks' DATA MANAGER 128 data
base system and the SWIFTCALC 128 spreadsheet program.
This unique design lets you expand the capabilities of this pro-
gram far beyond those of conventional word processing pro-
grams. For example, you can transfer information from your
DATA MANAGER to your word processor. You can also include
the results of an analysis from your SWIFTCALC program into
the body of your report.

Another feature of this interface allows you to generate individually addressed, personalized form letters. Take addresses from your DATA MANAGER, or develop your own address list on the WORD WRITER, and transfer those addresses onto your personalized form letters.

Enough talk! Get ready to enter the world of computerized WORD and THOUGHT processing.

2
Alphabetical
Glossary of
Terms

BACKUP: A duplicate set of data to be used in case the original is lost, destroyed or accidentally altered.

BYTE: In computer language, the name given to eight bits of information. For our purposes, one byte = 1 character.

CHARACTER:

   Numeric: 0 through 9

   Alphabetic: A through Z

   Symbol: $! - \#\$\%' * + / = ? ( )$

   Alphanumeric: Any combination of numerics, alphabetics or symbols.

CHARACTER STRING: A sequence or group of connected characters.

COMMAND: An instruction for the computer to follow.

CURSOR: The computer-generated square that pinpoints your position on the display.

CURSOR KEYS: The arrow keys on the keyboard which move the cursor around the screen.

DATA: The information you enter to be processed.

DATA BASE: A collection of data.

DATA BASE MANAGER: The system that stores and manipulates data.

DATA DISK:	The disk created to store your data base information.
DELETE:	To remove from the file.
FIELD:	A number of characters that represents one specific piece of data. Ex: Description.
FILE:	One or more similar RECORDS grouped together.
FUNCTION KEY:	The special set of keys on your computer identified as **F1**, **F2**, **F3**, etc.
INITIALIZATION:	To create a file the first time.
INTERFACE:	A connection between two systems or devices.
MM/DD/YY:	The calendar date, MONTH/DAY/ YEAR. EX: 03/05/88 for March 5, 1988.
PROGRAM DISK:	The disk you purchased, containing the WORD WRITER program.
PROMPT:	The line of words, located at the very top of your screen, that requests your response. Ex: SEARCH FOR?.
RECORD:	One or more FIELDS linked together like a chain. Ex: Part no. linked to description linked to unit of measurement.

SEARCH: A systematic examination of information
                        in a specific field of interest.

SEARCH ITEM: A group of characters within any given
                        field that the computer will search for.

SUM: The total of values added together.

TEXT ENTRY MODE: The part, or mode, of the WORD
                        WRITER program which allows the user
                        to type text into the computer for
                        document production.

3
Loading the
Program

1. Turn on your disk drive.

2. Place your WORD WRITER program disk in the disk drive. (If you are using a dual drive, place the disk in drive 0.)

3. Press the **40/80 DISPLAY** key so that it is in the DOWN position. Then turn on your computer and monitor. The program will load into your computer and you will see an introductory display.

NOTE FOR USERS WITH 40-COLUMN MONITORS: When loading the program, be sure the **40/80 DISPLAY** key is in the UP position and that your monitor is connected to the correct socket at the back of your computer. (See your computer or monitor manuals for instructions on connecting your monitor properly.) When using the program in the 40-column mode, you will be able to view 40 columns of the 80-column display at a time. Use the right and left cursor keys to scroll your screen so you can view the second 40 columns. (Note that not all of WORD WRITER 128's features are available in the 40-column mode.)

NOTE FOR USERS WITH 80-COLUMN MONITORS: Your 80-column monitor *must* be connected to the RGBI socket on the back of your computer. Consult your computer or monitor manuals for instructions on connecting your monitor properly.

A NOTE ON COPY PROTECTION: The WORD WRITER program disk is copy protected, so you will not be able to make backup copies. (Backup copies are available from Timeworks for a nominal fee.) The program disk you have is duplicated on the finest quality 5¼" floppy disks available and should stand up through many years of intensive use. If a TIMEWORKS program disk fails to load, send us the disk and we will promptly replace it.

NOTE: Be sure to take a look at the file called UPDATE on your disk. This file contains any modifications that do not appear in the manual. Use the instructions in Chapter 6 to load this file into the computer.

- The WORD WRITER 128 Display
- Using the Pull-Down Menus
- Loading the Program
- Important Keys
  Changing Display Colors
  Cursor Movement Keys
  Function Keys
  Editing Keys
  The Built-In Calculator

**4
Let's Get
Started**

■ The WORD WRITER 128 Display

NOTE – TO CHANGE YOUR DISPLAY COLORS: You can select a color for the background of your display by pressing **CTRL** **B** until you see a color you like. To change the character color, press **CTRL** **C**.

Now you will see the WORD WRITER 128 display on your screen. This display is composed of two parts, the prompt area and the text area.

√:000 P:001 L:001 C:001
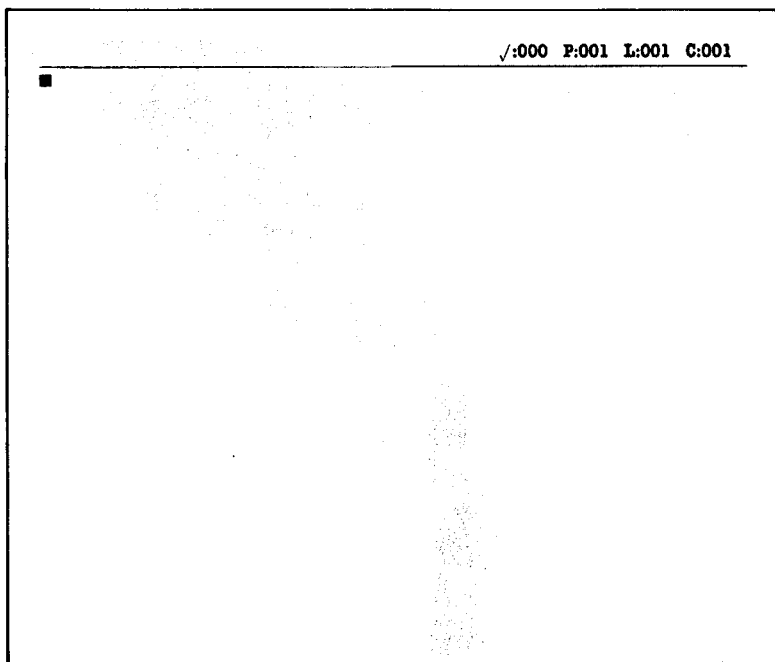
The area above the line at the top of your screen is called the prompt area. This area holds your instructions for operating this program. Look in this area for instructions on disk placement and program functions.

At the far right of the prompt area you will see:

$\sqrt{}$:000 P:001 L:001 C:001

The first part of this line, $\sqrt{}$:000, tells you how many check mark commands you have specified in your text. $\sqrt{}$:000 means there are no check mark commands in this document. (See Chapter 5 for information on commands indicated by check marks.)

The next item, P:001, tells you which page the cursor is located on in your text (the cursor is the blinking square on your display). P:001 means the cursor is now on page 1 of the document.

L:001 tells you which line the cursor is located on. L:001 means the cursor is on line 1 of a page in the text.

C:001 tells you which column the cursor is located in. C:001 means the cursor is currently in column 1 of a line in the text.

The area of your screen below the line is the text area. This is where the text that you enter into the WORD WRITER will appear. Before you begin typing, though, let's take a look at some important features in WORD WRITER.

NOTE: Before you begin using WORD WRITER, you must format a few 5¼″ floppy disks to use as data disks. You can use the "DOS Commands" option on the DISK COMMANDS menu for this task. This option is discussed in Chapter 6.
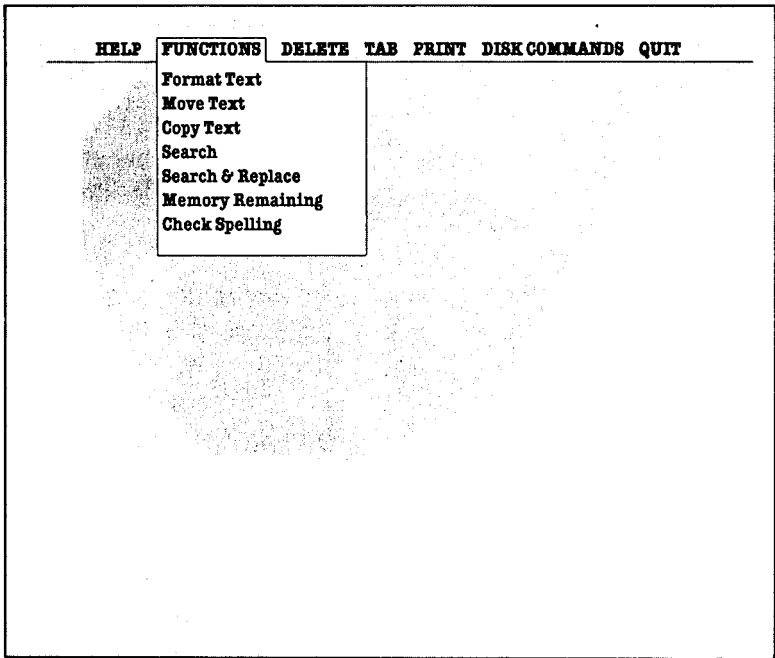

■ Using the Pull-Down Menus

This program is unique in that it uses pull-down menus. These will greatly speed your use of this program. You will not need to refer constantly to this manual to see what commands are available for you to use. All of the commands are neatly arranged in the pull-down menus.

You can access these menus at any time during your use of the WORD WRITER. Just press the **Esc** key, at the upper left of your keyboard, and you will see the menu headings appear in the prompt area at the top of your screen. When the menu headings are in the prompt area, you will not be able to enter text into the text area. If you press **Esc**, the menu headings will disappear, and you will be able to enter text.

Now press the **Esc** key to bring the menu headings to the prompt box. The first heading, HELP, will be highlighted. Use the right and left cursor keys to move back and forth to the various headings.
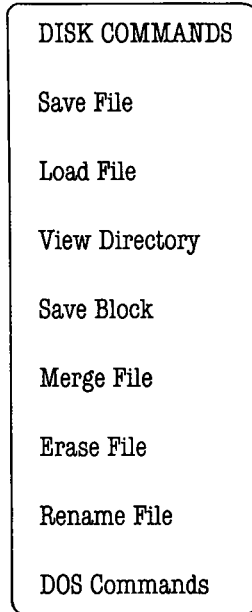
Move the highlight to the FUNCTIONS heading, and press **RETURN**. The pull-down menu will appear on your screen.

```
     HELP  FUNCTIONS  DELETE  TAB  PRINT  DISK COMMANDS  QUIT
          Format Text
          Move Text
          Copy Text
          Search
          Search & Replace
          Memory Remaining
          Check Spelling
```

Use the up and down cursor keys to move the highlight to the option you want to use. Then press the RETURN key, and the option will become available to you. If you decide not to use an option on this menu, press ESC, and you will be able to choose another menu heading. If you press ESC again, you will return to the text entry mode. (For more information on the FUNCTIONS pull-down menu, see Chapter 6.)

■ Loading the Sample Document

Now let's use the pull-down menus to load the sample WORD WRITER document. Press the ESC key so that the menu headings appear in the prompt area. Use the right and left cursor keys to move the highlight to the DISK COMMANDS menu heading, and press RETURN. You will see the following options.

```
┌─────────────────────────────┐
│  DISK COMMANDS              │
│                             │
│  Save File                  │
│                             │
│  Load File                  │
│                             │
│  View Directory             │
│                             │
│  Save Block                 │
│                             │
│  Merge File                 │
│                             │
│  Erase File                 │
│                             │
│  Rename File                │
│                             │
│  DOS Commands               │
└─────────────────────────────┘
```

Use the up and down cursor keys to move the highlight to the
"Load File" option and press RETURN again. You may see the
prompt ABANDON CURRENT EDITING SESSION? (Y/N). If
you press Y, for yes, the document currently in the computer's
memory will be erased. If you press N, for no, you will return
to the text entry mode. You must press Y to load the sample
document.

When asked for a file name by the computer, place the WORD
WRITER program disk in your disk drive and enter the file name
SAMPLE. The sample document will then load into the com-
puter, and it will appear on the display.

The sample document is a summary of instructions for using the
WORD WRITER. Use your cursor keys to go through the docu-
ment, and leave the document in your computer while you review
the important keys and commands discussed in this manual.

■ Important Keys

While you are using the WORD WRITER, you will be able to use various keys on your keyboard for special functions. Listed below are the keys and what they can do for you.

Changing Display Colors

To change the background color of your display, press **CTRL** **B**. Keep pressing these keys until you see the color you want.

To change the color of the characters on your screen, press **CTRL** **C** until you see a color you like.

Cursor Movement Keys

These keys will help you move the cursor to any point in your document. (If you have not yet entered text into the computer, the cursor movement keys will be inoperable.)

TAB – This key is used to move the cursor, or tab, across the screen (For more information on setting tab locations, see Chapter 6.) If you press **SHIFT** **TAB**, you will be able to tab backwards across the screen. You can set up to 14 tab locations. For your convenience, we have provided 8 pre-set locations, but you can change these to fit your needs.

↑ ↓ ← → – The cursor keys at the top of your keyboard are used to move the cursor through your document and to access pull-down menu options.

NOTE: The cursor keys will not work if you have not entered text or loaded a document into the computer.

CTRL ↓ – Press these keys to move the cursor to the top of the next page of your document.

CTRL ↑ – These keys will move the cursor to the top of the previous page of your document.

CTRL ← – Press these keys to move to the beginning of the line where the cursor is currently located.

CTRL → – These keys move the cursor to the end of the line where the cursor is currently located.

C → – These keys move the cursor one word to the right.

C ← – These keys move the cursor one word to the left.

CLR/HOME – This key is used to return the cursor immediately to page 1, line 1, column 1 of your document.

SHIFT **CLR/HOME** – These keys will move the cursor immediately to the last line in your document.

C **CLR/HOME** – Press **C** and the **CLR/HOME** key to move the cursor to the top of your display.

Function Keys

These are the keys on your keyboard marked with an F and a number, such as **F1** and **F2**. These keys are used to gain access to the WORD WRITER's most frequently used commands. Below is a list of the function keys and their uses.

F1 – Insert line: Allows you to insert a blank line into your text. Use this key when you want to type more information into a document you have been working on.

F2 – Start/Stop marker for printer: Use this key to insert the start/stop marker for special printer codes. This marker will tell the printer when to start or to stop printing a special typeface in a portion of your document. (See "Setting Printer Codes" in Chapter 6 for more information on printer codes.)

F3 – Delete line: This key allows you to quickly delete a line or part of a line in your document. Move the cursor to column 1 (C:001) of the line you want to delete and press **F3**. The line will be deleted. You may also delete a section of a line. Move the cursor to a location in a line and press **F3**. Everything after the cursor will be deleted.

F4 – Delete word: This key allows you to delete a single word from your text. Move the cursor to the first letter in the word you want to delete and press the **F4** key. The word will be deleted.

F5 – Center text: Use this key to center words or groups of words in your text. This key centers headings in your text. To use this function, enter the text to be centered. When you reach the end of your line of text, press the **F5** key. The line of text will be automatically centered in your document.

F6 – Right justify text: By pressing this key, you can align a line of text along the right margin of your document. To use this function, place the cursor in the space to the left of the text you want to move to the right margin. Then press **F6**. Your text line will be moved over to the right margin of your document.

F7 – Current function: The **F7** assumes various functions in different sections of the WORD WRITER. After you choose a menu option, the current function of the **F7** key will be displayed on your screen.

F8 – Special set (√): This key can be used for several functions. First, you can press **F8** to place an indent in your text. A check mark will appear in your document. This is a special instruction to your computer that you want an indent placed in that part of your document. Second, you can use this key to enter a special printer code (see Chapter 9 and the section titled "Setting Printing Codes" in Chapter 6 for more information on printer codes). Third, you can also use the √ symbol to tell the printer that a specific section of your document should be printed at the top of a new page. Also, you can mix spacing within a document using the √ instruction. For example, you may want the first page of your document single-spaced and the second page double-spaced. Lastly, you can use the √ to enter headers and footers in your document. All of these √ commands are explained in Chapter 5.

C **F1** – Most recently used menu item: To recall the most recently used menu option, press the **C** and **F1** keys at the same time. For example, if you use the "Copy Text" menu item, and then return to entering text, you can call up the "Copy Text" menu item again by pressing **C** **F1**.

Editing Keys

SHIFT INST/DEL – Use the **SHIFT INST/DEL** key to insert text or a RETURN into your document. To enter text, move the cursor to the location in your document where you want to place the new text, and press the **SHIFT INST/DEL** key. The word INSERT will appear in the prompt box to tell you that this function is now operational. Now type in your new text. When you have completed entering text, press the **SHIFT INST/DEL** key again, and you will return to the text entry mode. To insert a RETURN, move the cursor to the place in your document where you want to insert a RETURN. (You can use this function to move part of a line of text to the next line or to insert a blank line.) Press the **SHIFT INST/DEL** key, and then press **RETURN**. The computer will place a RETURN in your document where the cursor is located, moving all text after that cursor position to the next line, or creating a blank line in your text. Press the **SHIFT INST/DEL** key again to turn off this function.

INST/DEL – The delete key is used to erase characters from a line of text in your document. Move the cursor to the character in the line you would like to delete. Press the **INST/DEL** key and the character will disappear. The line of text that contains the deleted character will now move to the left to fill in the blank space.

← – Use the backspace key to erase mistakes while you are entering text.

SHIFT RETURN – Press these keys to insert a "hard" return symbol in your text. When the computer formats your document, it realigns your text to conform to the line length you have indicated. Sometimes the computer may run two paragraphs or lines together that you wish to keep separate. To prevent this from happening, you can enter an arrow symbol indicating a hard return between two sections of text that you want to separate.

RETURN – The **RETURN** key is used like a return key on a type-writer. When the cursor reaches the end of a line, and you press the **RETURN** key, the cursor will move to column 1 of the next line. The **RETURN** key inserts a "soft" return in your text as opposed to the "hard" return inserted by the **SHIFT RETURN** keys. The computer ignores soft returns when it formats a document.

NOTE: The Word Wrap feature automatically maintains your right margin when you are first entering text, but Word Wrap will not work when you go back into a document to edit it. See Chapter 5 for more information on Word Wrap.

The Built-In Calculator

WORD WRITER comes equipped with a built-in calculator to help you work with your numerical data. You can use this calculator any time you are using the program. Just press the **C** and **F3** keys to call up the calculator on your display. (Be sure the **40/80 DISPLAY** key is in the DOWN position.) Each time you press **C** **F3**, the calculator will appear on your screen.

NOTE: If you are using a monochrome screen, you may have to change the background color of your screen (after pressing **C** **F3**) before you can view the calculator. Just press **CTRL B** until the calculator becomes visible.
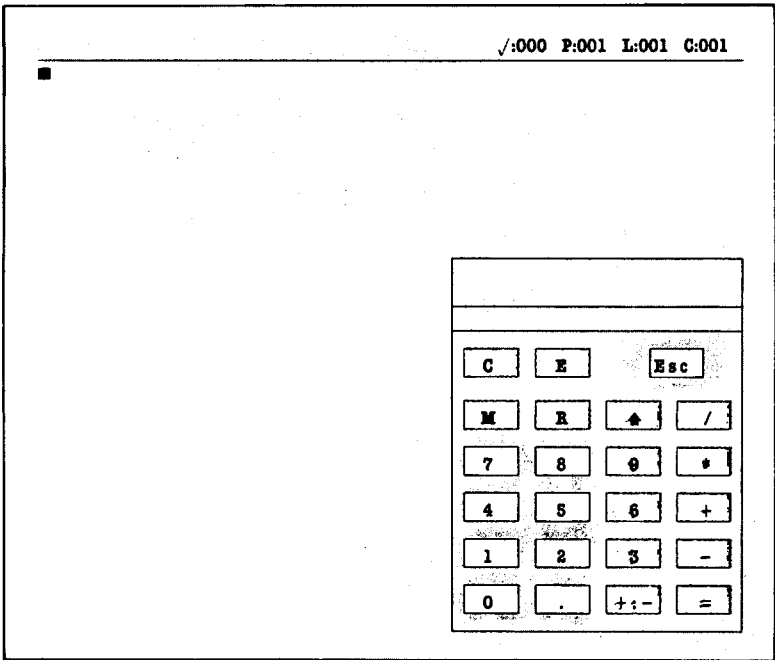
It looks just like a real calculator, and you use it in much the same way. As you type numbers on your keyboard, they will appear in the window of the calculator on your screen. This calculator can perform the following types of calculations:

+   Add

−   Subtract

*   Multiply

/   Divide

↑   Raise to a Power (↑ key, next to **RESTORE** on your keyboard)

:   Change Sign from + to − or from − to +

To enter an equation into the calculator, enter the first number of the mathematical problem. Then press the key for the sign you want to use (for example, to add two numbers, press the ➕ key). Then enter the second number of your equation, and press the ➖ key. The answer will appear in the window of your calculator. To erase your most recent entry into the calculator, press ⧉. To erase everything that is currently in the calculator, press ⧉.

If you enter a positive number into the calculator, you can change it to a negative (−) number if you press the ⧉ key. You must do this *before* you press the operation key (+ , − ,*,/, or ↑). This key also lets you change a negative number to a positive number.

Like many hand-held models, this calculator also has memory and recall functions. See the following example for information on using these functions.

Example:

You want to figure both your income and your spouse's income on the calculator, and then you want to find the total of these two figures. First, enter your weekly income and multiply by 52 to find your yearly gross (we'll use some sample figures here):

350 * 52 = 18,200

To store the figure 18,200 in your calculator's memory, press ⧉. Next enter your spouse's biweekly income and multiply by 26 to find the yearly gross:

650 * 26 = 16,900

Now press the ➕ key and the ⧉ key to bring the 18,200 figure to your calculator window from the memory. When you press ➖, the final result – 35,100 – will appear in the calculator window.

Whatever mathematical operation (+, −,*,/, ↑) you want to perform on the number you are recalling from memory, press the key that corresponds to that operation *before* pressing the ◨ key. For example, to use a number from memory in a subtraction problem, press ◼ ◨ to recall that number.

When you are finished with the calculator, press Esc (at the upper left of your keyboard) to remove the calculator from your display.

To transfer the last number that appeared in the calculator to a field on your display, exit the calculator. Then move the cursor to that field and press ◙ F5. The number that last appeared in your calculator window will now appear in the text where your cursor is located.

- Entering Your Left Margin and Line Length
- Ready, Set, Type!

5
Typing in Your Documents

NOTE: Before you begin using WORD WRITER, you must format a few 5¼" floppy disks to use as data disks. You can use the "DOS Commands" option on the DISK COMMANDS menu for this task.

NOTE: To guard against the loss of important information, you should always make "backup" copies of data stored on disk and use stick-on labels to designate each disk. It is also a good idea to store your information on disk every 1 or 2 pages so you won't lose any information because of equipment failure. See your disk drive user's manual for information on making copies of your data disks.

NOTE: Your program disk includes a number of files that contain the correct print settings and printer codes for several popular printers. Be sure to view the directory of your program disk to see if your printer is represented there. If so, load the file that corresponds to your printer before typing a document. If your printer is not named, load a file that is compatible to your printer. See your dealer for information on compatibility.

■ Entering Your Left Margin and Line Length

Before you begin typing, you should enter instructions for your left margin and line length. To do so, move to column 1 of line 1 and press the F8 key. A check mark will appear on your screen. Next to the check mark, enter the number of spaces you want for a left margin. For example, if you enter 10, your printed document will have a 10-space margin on the left side.

Now enter a comma followed by the number of characters you want for a line length. If the paper you will be using is 80 characters across, you may want to use a 60-character line length.

If you enter a 10 for your left margin and 60 for your line length, your line will look like this:

√10,60

When a document with these instructions is printed out, it will have a 10-space left margin and a 60-character line length. (If the paper is 80 characters wide, there will also be a 10-space right margin.)

You can enter new margin and line length instructions anywhere in the document that you wish. (If you do not enter these instructions, the program will use the default settings of 10 for a left margin and 60 for a line length.) It is a good idea to use the "Format Text" option every time you enter a new check mark margin instruction. This command re-aligns your right margin to conform to your line length. (See Chapter 6 for information on the "Format Text" option.)

■ Ready, Set, Type!

Now, finally, you can begin typing. Just use your keyboard as you would a typewriter. This keyboard has more keys and more special features than a typewriter, though, so be sure to review the section called "Important Keys" in Chapter 4. Then you'll be able to take full advantage of this program. Let's take a look at a few other program features that you'll want to be aware of as you type your document.

The Automatic Word Wrap Feature

Automatic Word Wrap allows you to type in text in a continuous stream without having to press **RETURN** at the end of a line. (The program has a default line length of 60 characters unless you change it using the "Change Line Length" option discussed in

Chapter 6.) Note that Word Wrap only works when you are typing at the end of your document. If you edit your document by adding or deleting text, the Word Wrap feature will be inoperable. To re-shape your right margin after editing a document, use the "Format Text" option.

The Automatic Indent Feature

NOTE: This feature is not available in the 40-column version of this program.

You might also find the Automatic Indent feature handy. This allows you to type indented text without having to indent each line manually. For example, let's say you would like to enter a paragraph in your document that will be indented 5 spaces from the left margin. When you reach the line above where this paragraph will appear, press the **C** **F7** keys. When you see the prompt asking for an indent, enter the number 5 to indent your text 5 spaces. (You have a choice of numbers from 1 to 80.) Now begin entering your paragraph. Notice that when you reach the end of a line or when you press **RETURN**, the Word Wrap feature returns the cursor to column 5, not column 1. This saves you time – you don't have to space over to the proper column before entering each line. When you reach the end of your paragraph, press **C** **F7** again and enter 1 to turn off the Automatic Indent feature.

Page Breaks

As you are typing, you will see a dotted line across your screen
at different points. This line indicates the end of a page. WORD
WRITER is set for a page length of 58 lines, leaving a 4-line top
margin and a 4-line bottom margin on a 66-line piece of printer
paper. (This is a pretty standard size.) You can adjust your page
length at any time using the "Change Page Length" option on
the PRINT pull-down menu. See Chapter 6 for details.

Another feature you may find useful is the forced page break.
This allows you to indicate that a section of text should be printed
at the top of the next printer page. For example, let's say that
chapter 1 of your document finishes up on the middle of page 3
in WORD WRITER. You naturally want chapter 2 to begin print-
ing at the top of page 4. No problem – when you finish typing
chapter 1, press **RETURN** to skip a line. Then press **F8** to enter
a check mark (yes, that check mark comes in handy for all kinds
of things). After the check mark, type PAGE and press **RETURN**.
Your line will look like this:

√PAGE

Now whatever text follows this command will be printed at the
top of the following printer page.

Varied Spacing within a Document

As you type, you will see that your text appears single-spaced,
but this is easy to change. You can double-space one paragraph,
triple-space an entire page, and then return to single-spacing, all
in one document. All you need is a check mark (of course!). Just
move the cursor to the line above the text that will be affected.

Press **F8** to enter the check mark. Then enter the letter S followed by the number representing the spacing (S2 stands for double-spacing, S3 for triple-spacing, and so on). Your line might look like this:

√S2

The text that follows the √S command will be single-spaced on your screen, but the additional spacing you requested will be added at printout time. Take a look at the sample document on your program disk for examples of spacing and forced page breaks. See Chapter 4 for instructions on loading the sample document.

NOTE: The dotted-line page breaks on your screen will not be accurate if you use √PAGE or √S commands in your document. The √ lines are counted in the L:000 counter at the top of your page, but they are not printed at printout time.

On-Screen Highlighting

NOTE: Before attempting to use the On-Screen Highlighting feature, please familiarize yourself thoroughly with Chapter 9 of this manual, "Unraveling the Mystery of Your Printer". Among other things, this chapter will tell you about files on your program disk that contain the correct printer codes used by a number of popular printers. Please load the file that corresponds to your printer. The printer codes used by your printer will then appear in the printer code window, which is discussed in Chapter 6. *These codes must appear in the printer code window before you can use on-screen highlighting.*

NOTE: On-screen highlighting is not available in the 40-column version of this program.

WORD WRITER 128 offers you an important feature called "On-Screen Highlighting". This allows you to enter text in three different type faces: boldface, italics, and underlining. You can also use a combination of these type faces when typing text. Your text will appear on your screen and be printed on your printer using the type face(s) you selected. There are also two special features available for numbers: superscript and subscript. Let's look more closely at this feature.

To use on-screen highlighting, you must press two keys, the ⓒ key and a second key that corresponds to the print face you want to use. The keys to use are:

ⓒ Ⓑ Boldface
ⓒ Ⓘ Italics
ⓒ Ⓤ Underlining
ⓒ ⊞ Superscript
ⓒ ⊟ Subscript

Let's say you want to type some text in boldface. (Move the cursor to the end of your document for this example.) First, press ⓒ Ⓑ. Start typing the word "Boldface". It will appear on your screen in bold type. Press either the ⓒ key and the space bar or press ⓒ Ⓑ again to turn off this feature.

Now, let's try using two type faces at once. Press ⓒ Ⓑ and ⓒ Ⓘ. Begin typing "Boldface and Italics". These words will appear on your screen in both boldface and italic type. Just press the ⓒ key and the space bar to turn off these features.

You can also use this feature on text that you have already typed into WORD WRITER. Just move the cursor to the space in front of the characters you want to highlight. Press the keys that correspond to the type face(s) you want to use. Now press 🄲 🅁 (for the "Repeat" function) and keep pressing the 🅁 key until the cursor has moved over all of the characters you want to highlight. Release the 🅁 key when you have finished. This repeating function will convert these characters to your new type face(s) without your having to type each character into the computer. When you have finished highlighting characters, press the 🄲 key and the ⬛SPACE BAR⬛ to return to normal type.

When you print your document, all of the special type on your screen will be printed on your printer. Do some experimenting with this feature – try some different combinations of type faces to see which you like best.

Using Headers and Footers in Your Document

NOTE: Headers and footers are not available in the 40-column version of this program.

If the document you are typing is a report or term paper, you might find this next feature very helpful. You can enter headers and footers on every page of your document, and you can place them exactly where you want them on a page. Let's look at headers first.

Headers

You're typing in an important report for work, and you want the title of the report to appear at the top of every page. This is easy enough. Just move the cursor to line 1 of page 1 of your document. Press ⟨F8⟩ to enter a check mark on this line. Next to the check mark, enter an H. Your line will look like this:

√H

Next to the H, enter a colon (:). Then enter the number of spaces you are using for a left margin followed by a second colon. Your line might now look like this:

√H:10:

Now enter the number of the line where the heading will appear. For example, WORD WRITER is set for a top margin of 4 lines. If you want your heading to appear on line 3 of the top margin, you would enter a 3 here. Your line would look like this:

√H:10:3

NOTE: Check the Print window in the "Print Document" option for the "Top Margin" and "Bottom Margin" settings. If you don't set these for enough blank lines, the computer will not be able to print your headers or footers.

This next part is a bit tricky. Now you must decide if your heading will appear at the left margin, in the center of the line, or at the right margin. Each of these three positions is represented in the check mark line, and each is separated with an up arrow (↑) located at the upper right corner of your keyboard. For example, if you want the heading to appear at the left margin, enter

√H: 10:3 ↑ name of your heading

If you want the heading to appear in the center of the line, enter

√H: 10:3 ↑↑ name of the heading

To place the heading at the right margin, enter

√H: 10:3 ↑↑↑ name of the heading

Just remember that each arrow represents a position along the line where the heading will appear.

To further confuse the issue, you may want to enter a page number on the same line with your heading. There are two special characters you must enter to tell the computer to insert a page number in your document at printout time. These are < and >. For example,

√H: 10:3↑ name of the heading ↑↑ page <>

This instruction tells the computer to place the heading at the left margin of line 3 and place a page number (preceded by the word "page") at the right margin of each page.

Footers

Footers work the same way, except you enter an F instead of an H in the check mark line. A typical Footer instruction might look like this:

√F: 10:2 ↑ Report

This instruction tells the computer to place the characters "Report" at the left margin of line 2 in the bottom margin of the page.

You can turn headers and footers on and off at will. For example, if a page in your report contains a full-page table, and you don't want the header to appear on that page, just move the cursor to the top of that page on your screen and enter

√HOFF

The header will not appear on this page at printout time. Be sure to enter the command

√HON

at the top of the next page that should contain a header. Similarly, the two commands used for footer on and footer off are

√FON
√FOFF

This powerful feature can help you produce professional-quality documents. Take the time to experiment and learn about headers and footers.

NOTE: If you are creating separate files that will be chained at printout time, remember to enter your header and footer statements in each new file.

These are not all of WORD WRITER's features by a long shot. Let's move on to Chapter 6 and learn about the options available on the pull-down menus.

- The Help Window
- The FUNCTIONS Pull-Down Menu
  Formatting Text
  Moving Text
  Copying Text
  Searching in Your Text
  Searching and Replacing Elements
    in Your Text
  Checking the Computer's Memory
  Checking Your Spelling
- The DELETE Pull-Down Menu
  Deleting a Block of Text
  Deleting Text Up to the End of Your
    Document
- The TAB Pull-Down Menu
  Setting Tabs
  Clearing Tabs
- The PRINT Pull-Down Menu
  Printing Documents
  Setting Printer Codes
  Setting Your Printer for Special
    Printing Jobs
  Changing Your Page Length
  Changing Your Line Length
- The DISK COMMANDS Pull-Down
  Menu
  Saving a File
  Loading a File
  Viewing the Disk Directory
  Saving a Block of Text
  Merging Files
  Erasing a File
  Renaming a File
- The QUIT Pull-Down Menu
  Resetting WORD WRITER 128
  Returning to the System
- The Quick Commands

As you read through this section on the options which are available to you in the WORD WRITER, try them out on the sample document or on text of your own. All of these options are accessible through the pull-down menus. This manual will tell you which menu heading and which option to select to activate each feature.

To choose an option, press the **ESC** key, and the menu headings will appear in the prompt area. Then use the right and left cursor keys to select the proper menu heading, and press **RETURN**. Use the up and down cursor keys to select the option you wish to work with, and press **RETURN** again. This option will now be available for your use.

Let's take a look at each menu heading and the menu options available in the WORD WRITER.

■ The Help Window

The Help window gives you a list of keys and their purposes in this program. When you select this heading or press the **HELP** key, a window will appear on your screen.

Use the up and down cursor keys to scroll (press ESC to exit)

FUNCTION KEYS

F1 - Insert a line
F2 - Start/Stop marker for printer
F3 - Delete a line
F4 - Delete a word
F5 - Center text
F6 - Right align text
F7 - Current function
F8 - Special set ( )
(CMDR)F1 - Last menu function
(CMDR)F3 - Calculator on
(CMDR)F5 - Put the calculator result in document
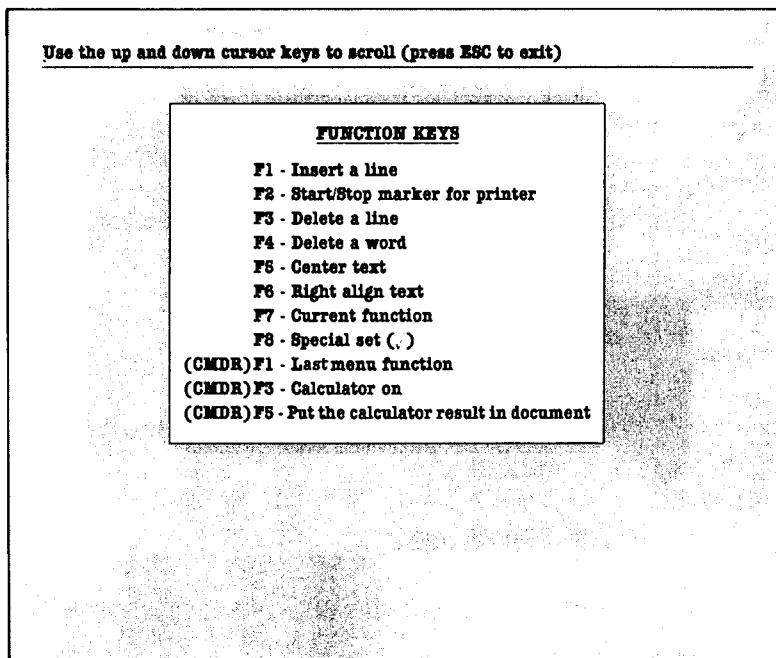
This window contains a list of the function keys and their uses, as well as a list of cursor movement and editing keys. Use the up and down cursor keys to scroll the window so you can view the entire list of keys. (All of these keys and their functions are discussed in Chapter 4 of this manual.) To exit the Help window, press ESC.

■ The FUNCTIONS Pull-Down Menu

When you select the FUNCTIONS pull-down menu, you will
see the following options:

```
FUNCTIONS

Format Text

Move Text

Copy Test

Search

Search & Replace

Memory Remaining

Check Spelling
```
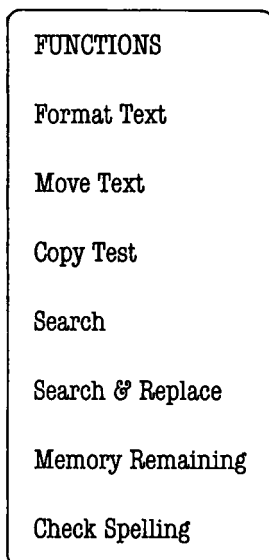
Let's take a look at these options.

Formatting Text

At times while you are editing your document, a line of text may
extend out into your margin past the number you designated as
your line length. The "Format Text" option rearranges your docu-
ment to bring lines of text within your chosen line length. The
computer checks through your entire document and moves text
so that each line conforms to the line length you specified for
that document. (See Chapter 5 for more information on specify-
ing a line length for your document.) All you need to do is select
this option on the FUNCTIONS pull-down menu, and the com-
puter will do the rest.

You can protect tables, lists, or other text from being formatted by the "Format Text" menu option if you enter a line length of 0 for those sections. To do so, move the cursor to the line above the material you don't want formatted. Then enter a check mark followed by the number of spaces for your left margin. Then enter a comma and a 0. Your line might look like this:

$\sqrt{}$ 10,0

Remember to enter another check mark line just below your table or list to reinstate the line length for the rest of the document.

NOTE: Remember to use the "Format" option to re-format your text after you enter a check mark margin instruction.

Moving Text

When you are editing a document, you may want to move text from one part of your document to another. To do this, use the "Move Text" option. After selecting this option on the FUNC-TIONS pull-down menu, move the cursor to the first character in the block of text that you want to move. Then, in response to the prompt in the prompt area, MOVE TEXT: F7 SET START, press the **F7** key.

Now move the cursor to the space after the last character of the block of text you want to move, and press the **F7** key again. The text you have just marked will be highlighted. If you decide to cancel the move, you can press **Esc**. If you want to finish the move, move the cursor to the new location for the block you are moving, and press **F7** once more. The text will be moved to the new location.

Copying Text

Sometimes you may want to enter a passage into your text in several different places. Rather than type the passage in each time, you can use the "Copy Text" option to place that same passage in each place in your document.

To do this, use the "Copy Text" option. After selecting this option on the FUNCTIONS pull-down menu, move the cursor to the first character in the block of text that you want to copy. Then, in response to the prompt in the prompt area, COPY TEXT: F7 SET START, press the **F7** key.

Now move the cursor to the space after the last character of the block of text you want to copy, and press the **F7** key again. The text you have just marked will be highlighted. To cancel the "Copy Text" option, press **Esc**. To finish the move, move the cursor to the new location for the block you are copying, and press **F7** once more. The text will be copied in its new location, but the original text will remain unchanged.

Searching in Your Text

Use this option to tell the computer to search through your document for a particular phrase, word, or word fragment. When you select this option, you will be asked to enter the characters that you want the computer to search for. Do so, and then press the **RETURN** key. The computer will search through your document until it finds the word you entered. The cursor will be placed at the end of the word. You can then make any changes to that word that you want. To continue the search, press the **F7** key and the computer will go on searching in your text. If you want to cancel the search, press the **Esc** key.

NOTE: The computer always begins a search from the point where your cursor is located when you initiated the search.

Searching and Replacing Elements in Your Text

Use this option to search your document for a particular word, phrase, or word fragment – for example, a misspelled word – and replace it with another word. You will be asked to enter the word or phrase that you want the computer to search for. Do so, and press the **RETURN** key. Next you will be asked to enter the word or phrase you want to replace it with. The computer will search through your document until it finds the first word you entered. The cursor will then be placed at the end of that word, and you will be asked if you want to replace it with the new word. Press **Y** if you want to replace it, or press **N** if you do not want to replace it, or press **A** to replace it everywhere that it occurs after the cursor position.

To continue the search, press the **F7** key. If you want to stop the search, press the **ESC** key.

NOTE: The computer always begins a search from the point where your cursor is located when you initiated the search.

Checking the Computer's Memory

At times you may want to find out how much of the computer's memory is still available to you for text entry. To do this, select the "Memory Remaining" option on the FUNCTIONS pull-down menu. When you select this option, a message in the prompt area will tell you the amount of memory you have used and the number of bytes of computer storage space that are available (see the glossary for the definition of a byte).

NOTE: Even though your computer has 128K (128,000 bytes) of memory, the WORD WRITER only uses 64,000 bytes for document storage. This is done to assure that the program always operates as fast as possible.

Checking Your Spelling

NOTE: Be sure to save your document on disk before using the Spell Checker.

The WORD WRITER includes The Spell Checker, a spelling checker which will read through your document for misspelled words and allow you to correct them. To use The Spell Checker, load the document to be checked into the WORD WRITER, and select the "Check Spelling" menu option.

1. Now you will be told to put your dictionary disk in your disk drive. The Spell Checker dictionary is located on **Side 2** of the WORD WRITER program disk.

    NOTE: The 26 files that comprise the Spell Checker dictionary are on **Side 2** of your program disk. Each of these sequential files is named for a letter of the alphabet. We recommend that you make a backup copy of these files onto a separate data disk. Use the SINGLE 1541/1571 program on Side 1 of your program disk to copy these files.

To load this program, turn on your computer, and then turn on your disk drive. Place the program disk in the disk drive, type DLOAD"SINGLE 1541/1571" and press **RETURN**. When the word READY appears on your screen, type RUN and press **RETURN**. Then follow the program and disk placement prompts on your screen to copy your dictionary files to a new data disk. This copy program will erase everything on your data disk, so be sure to use a blank disk or one you no longer need.

2. The first thing the computer will do is check the length of your document to assure that it is not too long to check for spelling. If your document is too long (more than approximately 10 pages), you will be notified by the computer.

NOTE: The computer can only check spelling in documents of 10 pages or less. If your document is too long, the computer will tell you so. To check spelling on a document of more than 10 pages, you must use the "Save Block" option on the DISK COMMANDS pull-down menu, and save your document onto your WORD WRITER data disk in sections of 10 pages or less. (See Chapter 6 for instructions on using the "Save Block" menu option.) Then load each section of your document into the computer, one at a time, and follow the steps listed below to check the spelling in your document.

After the sections of your document have been checked for spelling, use the "Merge File" option to put all of the elements of your document back together. If your document is very long (say, 150 pages), you should use the document chaining techniques discussed on page 55 to print out your document.

The computer also sorts the words of your document into an alphabetical list to facilitate the spell checking process. As it sorts, the computer will inform you of its progress with the prompt 000% COMPLETED.

3. The computer will begin checking your spelling. The computer will go through the entire document and check your spelling against the WORD WRITER's dictionary.

NOTE: When the computer checks your spelling, it ignores capital letters. This means if a word appears in the Spell Checker dictionary in lower-case letters, but it appears with a capital letter in your document, the computer will still recognize that both are the same word.

---

4. During the checking procedure, you will be continuously informed of the computer's progress with the prompt SPELL CHECK 000% COMPLETED. This will tell you approximately where the computer is in your document. When the prompt reads 100% COMPLETED, the spelling check will be finished and the following prompt will appear: SPELL CHECK COMPLETED . . . PRESS ANY KEY. Do so.

5. Now the computer will ask you if you are using a sub-dictionary.

    What is a sub-dictionary?

    A sub-dictionary is a list of your own personal spelling words that you can create using the WORD WRITER. This word list may contain words such as proper names or technical terms that are not found in the Spell Checker dictionary but may occur in your documents. (You may still want to check the proper spelling of these words.)

You can create a sub-dictionary word list by entering your words into the WORD WRITER in a single column, then saving that word list onto a data disk. (The procedure for saving word lists is the same as for saving other documents. See page 72 for information on saving documents.)

A typical word list would look like this on your display:

Timeworks
Word Writer
Swiftax
Swiftcalc

A sample sub-dictionary is included on your program disk. To view it, load the file called SUB from your WORD WRITER program disk.

You can use up to approximately 1,000 words in your sub-dictionary word list. Be sure that you spell the words correctly. You can add to this sub-dictionary at any time, just as you would add text or edit any of your other documents. Follow the instructions on page 74 to load your sub-dictionary into the computer, and then enter the new words in your list.

If you are not using a sub-dictionary, respond to the prompt with an 🅽 for no. If you are using a sub-dictionary respond with a 🆈 for yes, and follow the computer's instructions to load your sub-dictionary into the computer.

The computer will begin checking your spelling against your sub-dictionary. When the computer is finished, you will see the prompt INSERT YOUR MAIN DICTIONARY DISK . . . PRESS ANY KEY·

6. Press a key and the computer will begin displaying the words that are either spelled incorrectly or that simply did not appear in either dictionary. (The computer assumes that those words that do not appear in the dictionaries are misspelled, even though they may be spelled correctly.) The computer will start at the top of the alphabetical list of words from your document. It will stop at each word that was either misspelled or not found in the dictionaries. The word will be highlighted and the prompt line will read: (word) ■: <F7> CONTINUE <F5> VIEW WORDS <ESC> EXIT. (The block character represents the cursor.)

You now have three choices for correcting your document. The first two choices are for quick corrections of mistyped words which you know how to spell, or for correctly spelled words that the computer assumed were misspelled. The third choice will help you correct words that you are not sure how to spell correctly.

● If you are certain that the highlighted word is indeed spelled correctly, then the computer only selected it because it did not appear in either dictionary. Press the **F7** key to continue checking other words in your document.

● If the word was obviously mistyped and you do know the correct spelling, use any of the editing keys discussed in Chapter 4 to correct the word in the prompt line. Press the **RETURN** key, and the newly spelled word will appear in your text. After you have replaced a word in your text, you will have a chance to change that word again or press the **F7** key to continue through your document.

● If you are not sure of the correct spelling of a highlighted word, you can check the main dictionary for the proper spelling. To do this, press the **F5** key to view the words in the Spell Checker dictionary. The following prompt will appear in the prompt area: SEARCHING FOR WORD . . .. When the computer finds the word closest in spelling to the misspelled word in your document, you will see the prompt (word): USE ↑↓ CURSOR KEYS TO SELECT WORD, PRESS RETURN. (ESC TO EXIT).

The word shown in the prompt box will be a word from the dictionary that is the closest spelling to the misspelled word. Now use the up and down cursor keys to view other words in the dictionary word list. You can also use the **CTRL** ↑ and **CTRL** ↓ keys to skip over 10 words at a time.
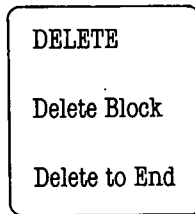

NOTE: Due to memory constraints, you will only be able to view 200 words of the dictionary at a time. To view another section of the dictionary, use the editing keys to change the word in the prompt line to one that appears in the dictionary section you want to view. Then press **F5**.

When you locate the word that you want, press the **RETURN** key, and the word in the prompt box will replace the misspelled word in your document. If you cannot find the word you want, press the **ESC** key to exit to the spell checking mode.

7. When you have gone through your text from beginning to end, you will exit automatically to the text entry mode. After you have exited from the spell checker, save your "error free" document onto your WORD WRITER data disk for safekeeping.

■ The DELETE Pull-Down Menu

When you select the DELETE pull-down menu, you will see the following options:

```
┌─────────────────────┐
│ DELETE              │
│                     │
│ Delete Block        │
│                     │
│ Delete to End       │
└─────────────────────┘
```

Let's take a look at these options.

Deleting a Block of Text

Use this option to delete a section, or block, of text from your document. After you select this option on the DELETE pull-down menu, move the cursor to the first character of the block of text you want to delete. Then in response to the prompt on your screen, press the **F7** key. Next, move the cursor to the character that is one position to the right of the last character of the block of text you want to delete, and press the **F7** key again. The section you just marked will be highlighted, and you will be asked to verify that you want to delete this block. To finish deleting the block of text, press **Y** and the text will disappear. Press **N** if you decide not to delete it. You may cancel the "Delete Block" option at any time by pressing the **Esc** key.

Deleting Text Up to the End of Your Document

This option will delete text from a point in your document to the end of your document. When you select this option, you will see the prompt DELETE TO END? (Y/N) on your screen. If you want to delete all of your text from where the cursor is currently located to the end of your document, press **Y**. If you decide not to delete the text, press **N**.

■ The TAB Pull-Down Menu

When you select the TAB pull-down menu, you will see the following options:

```
TAB

Tab Set

Tab Clear
```
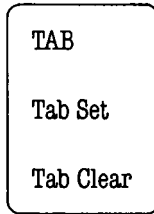
Let's take a look at these options.

Setting Tabs

Tabs are locations in your text where the cursor will stop after you press the **TAB** key. Tabs are especially useful in setting up tables, charts, or any kind of document with columns. You can use up to 14 tab locations in each document. (For your convenience we have provided 8 pre-set tab locations, but you can clear these if you wish.) To set a tab, select the "Tab Set" option on the TAB pull-down menu. Then move the cursor to the column on the display where you want the tab to be located. Press the **F7** key, and the location will be stored in the computer's memory. To cancel this option, press the **ESC** key.

NOTE: When you save a document, the tab locations you have specified, along with your printer codes, print options, page length, and line length, will be saved in a separate data file from your document. When you load the document back into the computer, the file with your tab locations will also load into the computer.

The file with your tab locations will show on your disk directory under the document's name followed by the characters .PAR. For example, if you save a text file under the name LETTER, the tab locations for that file will be saved under the file name LETTER.PAR.
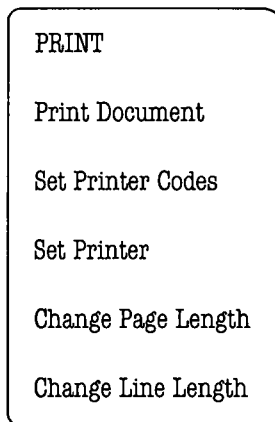
Clearing Tabs

Use this option to erase the tab locations that you set previously. To delete a tab location, select the "Tab Clear" option. Then move the cursor to the column on the display that holds a tab location, and in response to the prompt on your screen, press the **F7** key. The tab location will be erased from the computer's memory. Use the **TAB** key to find your tab locations for quick deletion.

You can cancel this menu option at any time by pressing the **ESC** key.

■ The PRINT Pull-Down Menu

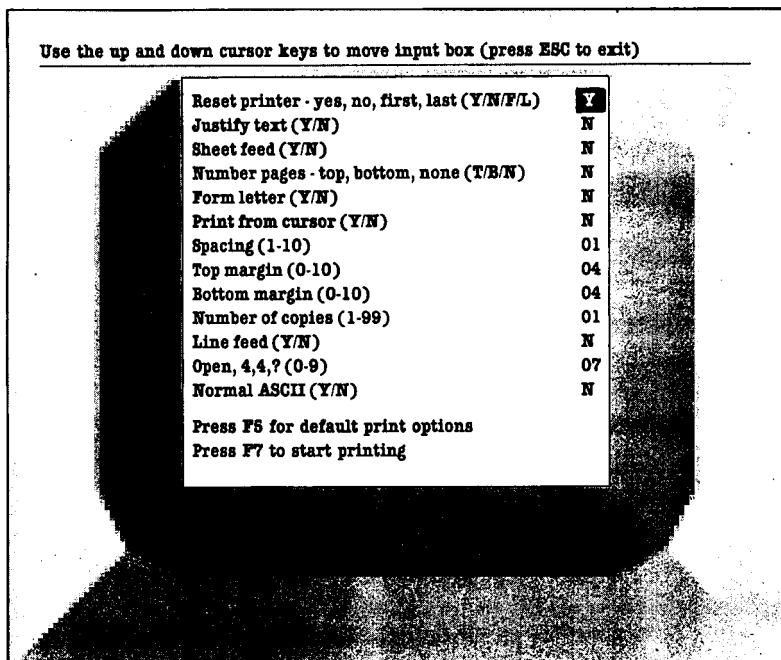When you select the PRINT pull-down menu, you will see the
following options:

```
PRINT

Print Document

Set Printer Codes

Set Printer

Change Page Length

Change Line Length
```

Let's take a look at each of these options.

Printing Documents

NOTE: Before using the Print option, save your document on
your data disk. This will help guard against accidental loss of
your document.

After you have entered all of your text into the WORD WRITER,
use this option to print out your document. When you select this
option, a window will appear on your screen. This window con-
tains a list of items that affect the way your printed document
will look.

Use the up and down cursor keys to move input box (press ESC to exit)

Reset printer - yes, no, first, last (Y/N/F/L)   **Y**
Justify text (Y/N)   N
Sheet feed (Y/N)   N
Number pages - top, bottom, none (T/B/N)   N
Form letter (Y/N)   N
Print from cursor (Y/N)   N
Spacing (1-10)   01
Top margin (0-10)   04
Bottom margin (0-10)   04
Number of copies (1-99)   01
Line feed (Y/N)   N
Open, 4,4,? (0-9)   07
Normal ASCII (Y/N)   N

Press F5 for default print options
Press F7 to start printing

In the column to the right of this list are the codes for your computer's current settings for printing documents. You can change any of these settings to fit your own printing needs, but first, take a look at an explanation of each of these settings.

Reset Printer

Before you print out a document, you will want to reset your printer. This means that when the printer begins producing the document, it will start the first page of text at the top of the piece of paper, and it will begin numbering pages from the number you specify for your first page.

There are times when you do not want to reset your printer, though. Sometimes you will have a document that is too long to fit into one WORD WRITER file (more than 25 pages). You will need to save this document on your disk in sections in several files. At printout time, you would want to print these sections out continuously as one entire document, so you would not want each new section to start at the top of a new page and you would not want each new section to be numbered starting with page 1.

This process of printing an entire document in sections is called "document chaining". With WORD WRITER, you can print out documents of up to 9,999 pages using this "chaining" technique. To chain a document, follow the steps listed below:

1. Load the first section of the document into the computer (see "Loading a Document" in Chapter 6 for instructions on loading a document).

2. Select the "Print Document" option on the PRINT pull-down menu. You will then see the window and the 13 print format options on your screen.

3. Next, move the cursor to the "Reset Printer" option and press **F** for "first page". This tells the computer that the section about to be printed is the first section of a larger document. (You may also modify any of the other print parameters listed in the window at this time. Continue reading this section of the manual for information on each of these options.)

4. Press **F7** to print the first section of your document.

5. When the printer finishes printing the first section, load the next section into the computer (the first section will then be erased from the computer's memory). If this is the last section of your document, move on to step 6. If you will be printing other sections after this one, repeat steps 2 through 4 to print the second section of your document EXCEPT that in step 3, you must press ▯ for no. The printer will begin printing this section on the same page that it finished printing the first section, exactly where it left off.

6. Continue this process until you are ready to print the last section of your document. Load the last section of your document into the computer and follow the above steps until you get to step 3. Press ▯ for last page. Then perform step 4 above. The printer will begin printing the last section of your document. When it reaches the last page of that section, it will place a page number on that page. It will not wait at a point in the middle of the page for you to load another section of the document.

NOTE: Next time you print out a document, be sure to reset your printer so that the pages of your new document will be numbered correctly.

Justify Text

You may choose to print your documents with a justified right margin or a ragged margin. A justified margin is knife-edge straight, like those margins you see in published material like books and newspapers. Ragged margins are not straight, like the right margins in this manual.

If you would like the right margins in your document justified, move the cursor to the "Justify Text" option and press Y to tell the computer that you want to justify your text. Then press F7 and your document will be printed out with a justified right margin.

If you want a ragged right margin in your document, press N for this option, and then press F7. Your document will be printed out with a ragged right margin.

Sheet Feed

At times you may want your document printed out a page at a time, especially if you are using a friction feed printer printing on single sheets of letterhead paper.

If you would like to use the "Sheet Feed" option, move the cursor to that option, and press Y. When the printer prints your document, it will stop after each page. You can then place the next sheet of paper into the printer. To continue printing, press any key and the printer will print the next page of your document.

Number Pages

When you have a longer document, you may want to number the pages. You can have the numbers placed at either the top or the bottom of each page. To use this option, move the cursor to "Number Pages" in the window. Press T if you want page numbers placed at the top of your pages; press B if you want page numbers placed at the bottom of your pages; and press N if you decide not to have numbers placed on the pages of your document.

At printout time, if you have told the computer to number the pages of your document, you will be asked to specify the starting page number. Enter a number from 0 to 9,999.

NOTE: If you have entered page numbers in a header or footer command in your document, the "Number Pages" option will not be operable at printout time.

Form Letter

This printout option allows you to produce multiple copies of the same letter, each with a customized inside address. To tell the computer that you want to produce form letters, move the cursor to this option, and press ▉. (See Chapter 7 for more information on producing form letters.)

Print From Cursor

This print option allows you to specify a location in your document where the printer will begin printing. You can either begin printing from the top of the document or from wherever the cursor is currently located. The computer will automatically print your entire document unless you set this option to print from the cursor location.

To print from the cursor, move the cursor to this option and press ▉ for yes. The printer will begin printing from wherever your cursor is located in your text.

Spacing

Use this option to tell the computer how many blank lines to leave between each line of text in your printed document. You can choose to place up to nine blank lines between each line of text, although you will always see your document single-spaced on your computer display.

To set the spacing for your document, move the cursor to this option, and enter the number of blank lines you want placed between each line of your printed document.

NOTE: If you are using the check mark symbol to mix spacing in your document, you must set this option for single-spacing, or 01.

After you select the spacing for your document, be sure to use the "Change Page Length" menu option on the PRINT pull-down menu. When you change the spacing, you also change the number of lines on the paper that the printer actually prints on. Each time you select spacing other than single-spacing for a document, you must reset the page length.

Top Margin

Use this option to tell the WORD WRITER the number of spaces you want the printer to leave at the top of each page of your printed document. If you do not set this option, the printer will automatically leave four blank lines at the top of each page.

To set the top margin spacing, move the cursor to this option, and enter the number of blank lines you want at the top of each of your printed pages.

Bottom Margin

Use this option to tell the WORD WRITER the number of spaces you want the printer to leave at the bottom of each page of your printed document. If you do not set this option, the printer will automatically leave four blank lines at the bottom of each page.

To set the bottom margin spacing, move the cursor to this option, and enter the number of blank lines you want at the bottom of each of your printed pages.

Number of Copies

Use this option to tell the WORD WRITER how many copies of your document you want. To do so, move the cursor to this option, and enter the number of copies you want the printer to produce.

Line Feed

If your printer requires a line feed command, press █ for this option. You will know your printer needs a line feed command if you try to print a document and the printer prints all your text on one line.

Open 4,4,? (Secondary Address)

Use this option to enter the secondary address for your printer interface. The WORD WRITER is set to work with a printer interface that has a secondary address of 7. If your printer has trouble operating with the WORD WRITER (for example, if it will only print in capital letters or graphics), your interface may use a secondary address other than 7. The following table shows some common interfaces and their secondary addresses:

Interface	Secondary Address	Dip Switch Settings
Axiom Parallelax	5	N/A
Cardco (all models)	5	For the PS model only, set switch 2 at the closed position.
Easy Print	7	Switch 3 ON; switches 1, 2, and 4 OFF.
Easy Print Graphics	5	Set switches 1, 2, and 3 for your printer (see your inter-face manual); switch 4 OFF; switch 5 ON; switch 6 OFF.
Grappler	7	Switches 1 and 2 OFF; switches 3, 4, and 5 ON; switches 6, 7, and 8 must be set for your printer (see your interface manual).
Micro World 302 and 302C	7	Switches 1, 2, and 4 OFF; switch 3 ON.
Micro World 350	5	Switches 1, 2, and 3 set for your printer (see your inter-face manual); switches 4 and 5 ON; switch 6 OFF.
Turbo Print GTC and GT	5	Switch 1 ON; switches 2, 3, and 4 must be set for your printer (see your inter-face manual).

Tymac	6	Switches 1 and 2 in lower right face of interface (under paper) must be closed.
U Print	1	N/A
Xetec GTI	5	Switches 1, 2, and 3 OFF; switches A, B, and C must be set for your printer (see your interface manual).
Xetec JR	5	Switches 2, 3, and 4 ON; switch 8 OFF.
Xetec Supergraphics	5	Switches 3 and 4 ON; switch 8 OFF.

In general, your interface must be set for the Transparent mode. For more information on secondary addresses and dip switch settings, see your interface manual.

Normal ASCII

Most printers work with normal ASCII characters. However, Commodore printers use PetASCII characters, so if you are using a Commodore printer, you must press **N** for no for this option.

When You Are Done Selecting Options

After you have reviewed the settings for each of the 13 print options, and have made changes to those options you want to modify, press **F7**, and the printer will begin producing your document according to your specifications. To *pause* the printer, press the **SPACE BAR**. Then press any key to resume printing. To *stop* the printer at any time, press **Esc**, and the printer will stop.

If you save this document after printing it, your print option selections will be saved in a separate file on your disk labelled with the file name and the characters .PAR. This .PAR file will be loaded into the computer each time you load your text file.

NOTE: You can return all the print options to their default settings at any time by calling up the Print window and pressing the **F5** key.
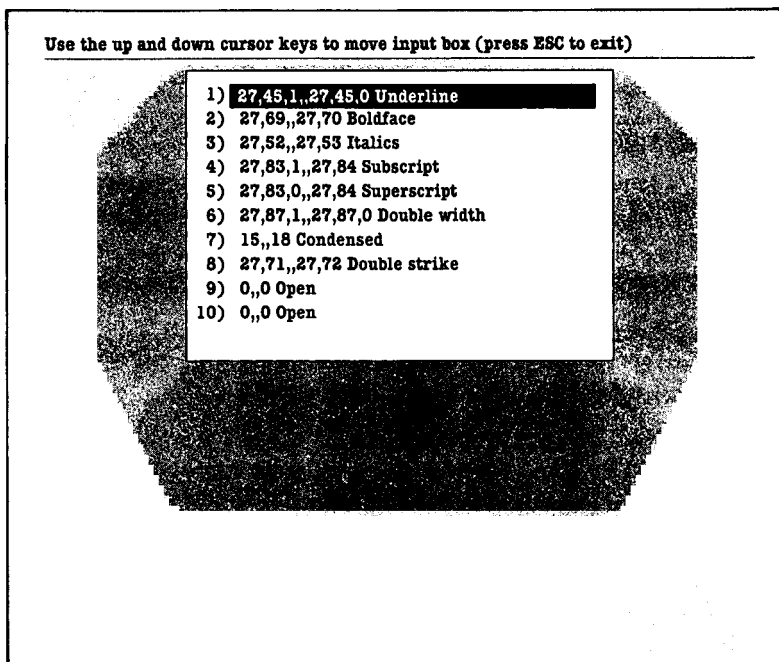
NOTE: Before you tell the computer to print your document, be sure the printer is turned on. Also be sure that the paper is lined up correctly in your printer so that the first line of text will print on the top of the page.

Setting Printer Codes

NOTE: Your program disk includes a number of files that contain the correct print settings and printer codes for several popular printers. Be sure to view the directory of your program disk to see if your printer is represented there. If so, load the file that corresponds to your printer before typing a document. If your printer is not named, load a file that is compatible to your printer. See your dealer for information on compatibility.

Use this option to store the printer codes that you would like to use in your document in the computer's memory. Printer codes tell the printer to underline, italicize, print in boldface, or use any other type of special printing instructions to produce your document. This option allows you to use several different typefaces in a single document. The printer codes you specify will be saved automatically when you save your document on your data disk.

To specify printer codes, select the "Set Printer Codes" option on the PRINT pull-down menu. A window showing the printer codes currently in the computer will appear on your screen.

```
Use the up and down cursor keys to move input box (press ESC to exit)

    1)  27,45,1,,27,45,0 Underline
    2)  27,69,,27,70 Boldface
    3)  27,52,,27,53 Italics
    4)  27,83,1,,27,84 Subscript
    5)  27,83,0,,27,84 Superscript
    6)  27,87,1,,27,87,0 Double width
    7)  15,,18 Condensed
    8)  27,71,,27,72 Double strike
    9)  0,,0 Open
   10)  0,,0 Open
```

These are the most commonly used codes. Included in this window are codes for underlining, emphasized type (boldface), double striking, subscript, superscript, double width, and compressed type.

NOTE: Refer to your printer manual for the codes you should be using and for examples of these print types. For help reading your printer manual, see Chapter 9 of this manual.

To modify the list of printer codes to fit your own printing needs, follow these steps:

1. To change a code in the list, use the cursor keys to select the code you want to modify. Then enter the new code using the format below:

   01,02,03,,04,05,06

   The numbers 01,02,03 represent the codes required by your computer to turn on the print option. Printer codes use from one to three (and sometimes more) numbers to turn printer options on or off.

   The numbers 04,05,06 represent the codes required by your computer to turn off the print option.

   NOTE: Two commas must separate the on/off printer codes in the code statement you enter.

   You can follow this code statement with a comment that will remind you what the code stands for.

   A typical printer code looks like this:

   27,45,1,,27,45,0 UNDERLINE

   NOTE: Printer code number 1 must always be used for the underline printer code. (If you are using a Commodore 1526 or MPS802 printer, just type the word COMMODORE next to the number 1 in the printer code window. Your printer should then underline any text in your document that you specify using the instructions in this section.) Other lines in the printer code window must show these specific codes:

Line 2: Bold type
Line 3: Italics
Line 4: Subscript
Line 5: Superscript

2. To tell the computer which printer code you want to use, you must enter the $\sqrt{}$ symbol followed by the printer code reference number from 1 to 10, which you will find in the window on your screen.

    To enter a $\sqrt{}$ symbol, place the cursor in column 1 of your text and press the ⬛F8 key. Then enter the letter C followed by the printer code reference number from 1 to 10. The computer will then know which printer code to use next.

    NOTE: WORD WRITER allows you to print special characters that are available on your printer but can't be reproduced on your screen. To use a special character in your printed document, select one of the numbered lines in the printer code window. Enter the number of your special character from your printer manual. If there is more than one number, use commas to separate them. Continue following the instructions in this section to insert the character(s) in your document.

3. To tell the computer which section of text to print out with the printer code, you must press the ⬛F2 key. A block character ■ will appear on your screen. This block character must be placed before and after the section of text you want to be printed using special printer functions. (If you are printing a special character in your document, insert a single block character.)

NOTE: If you do not specify a printer code in your document with a √ symbol, but you do insert block characters, the computer will use the underline feature when printing text between block characters.

For an example of how to use this print option, take a look at the sample document stored on the WORD WRITER program disk under the file name SAMPLE. You will see the √C used to specify a printer code, and you will also see the block character generated by the **F2** key used to specify text to be underlined.

NOTE: You can also use multiple printer codes on the same line of text. For example, you can underline and double strike on the same line. Just move the cursor to the line above where the special printing will occur. Then press **F8** to enter a check mark. Enter a C followed by the numbers from WORD WRITER's printer code window that corres-pond to the codes you want to use. Separate each code with commas.

Then use the **F2** key to enter the block characters in your text where you want to apply the printer codes. Each pair of block characters corresponds to a code in your check mark statement.

For example, let's say you entered the codes:

√C3,1

The printer would then use code 3 to **double strike** and code 1 to underline in the line you indicate with block characters. A maximum of 10 printer codes can reside on one line.

NOTE: If you are using on-screen highlighting in your document, you do not need to enter printer codes in your text with a check mark. However, you do need to make sure you have entered the correct on and off codes for each type face in the printer code window.

Setting Your Printer for Special Printing Jobs

Use this option to send a printer code directly to your printer. This option allows you to print an entire document in a special type face. If you would like your document printed out in emphasized print, you would use this option to set your printer in emphasized mode. This is your open communications line to your printer.

When you select the "Set Printer" option, you will see the prompt ENTER PRINTER CODES, PRESS RETURN (ESC TO EXIT). Now enter the printer code you want to send to the printer. When you are sending more than one number to the printer, you must separate them with commas. The codes for emphasized print might be entered as shown below:

27,69

Press **RETURN** to enter the codes, or press **ESC** to exit this option without entering codes.

NOTE: For information on the printer codes used by your printer, see your user's manual. Also take a look at Chapter 9 of this manual for help in reading your printer manual.

To turn off a print option, either use the "off" code specified by your printer manual for that option or turn the printer off and then on again.

Changing Your Page Length

The WORD WRITER is set to print on paper that is 11 inches, or 66 vertical lines, long. Because the system is also set to leave four blank lines at the top and four blank lines at the bottom of the page, it will print on 58 lines of the page. (To change the spacing of your top and bottom margins, see page 60).

If you are using different-sized paper, you will want to reset this print option. To do this, select the "Change Page Length" option on the PRINT pull-down menu. When you see the prompt CURRENT PAGE LENGTH IS XX. ENTER PAGE LENGTH? (3-250), enter a number from 3 to 250, and your new page length will be stored in the computer's memory. Notice that the horizontal page-break line on your screen will be adjusted to your new page length.

NOTE ON SPACING AND PAGE LENGTH: When you tell the computer that you want to add extra spaces between the lines of your document, you must modify the page length to account for the extra spaces. The following formula is used to calculate the proper page length:

PL   = Page Length

SP   = Spacing

TM   = Top Margin

BM   = Bottom Margin

*   = Multiply

(PL*SP) + TM + BM = 66 total lines on a page

Using this formula, we have calculated the page lengths for single, double, triple, and quadruple spacing on a standard 11-inch-long piece of paper with 66 lines.

SPACING	PAGE LENGTH	TOP MARGIN	BOTTOM MARGIN
SINGLE	58	4	4
DOUBLE	29	4	4
TRIPLE	19	4	5
QUAD.	14	5	5

NOTE: If you are using mixed spacing in your document, set your page length as you would for a single-spaced document.

Changing Your Line Length

At any time while you are working with WORD WRITER, you can adjust the line length of your document by selecting the "Change Line Length" menu item on the PRINT pull-down menu. When you see the prompt CURRENT LINE LENGTH IS XX. ENTER LINE LENGTH? (10-250), enter a number from 10 to 250 to indicate your new line length. A typical 8½″ by 11″ sheet of paper is 80 characters wide, but you may want to leave a margin on either side of your text, so enter a number less than 80. A good line length is 60, which gives you a 10-space margin on either side of your text.

If you select a new line length, it is a good idea to select the "Format" option on the FUNCTIONS pull-down menu to re-align the margins of your document for the new line length.

■ The DISK COMMANDS Pull-Down Menu

When you select the DISK COMMANDS pull-down menu, you will see the following options:

```
DISK COMMANDS

Save File

Load File

View Directory

Save Block

Merge File

Erase File

Rename File

DOS Commands
```
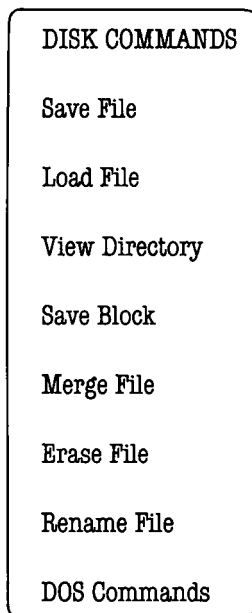
Let's take a look at each of these options.

Saving a File

Use this option to store your entire document on your data disk. Each document is stored on your disk as a separate ASCII text file.

When you select the "Save File" option on the DISK COM-
MANDS pull-down menu, you will see the prompt FILE
NAME?. Enter a name for the document (16 characters or less)
that you will be able to remember later when you want to work
with the document again. Then press **RETURN**. The document
that is currently in the computer's memory will be saved on your
data disk. Be sure that your data disk is in your disk drive.

NOTE: When you save a document, the tab locations you have
specified, along with your printer codes, print option selections,
page length, and line length, will be saved in a separate data file
from your document. This file will be shown on your disk direc-
tory under the document's name followed by the characters .PAR.
If, however, the name you assign the file contains a period (.) or
is over 12 characters long, the computer will not save a separate
.PAR file.

NOTE: If you attempt to save a document under a file name that
already exists on your data disk, you will see the prompt FILE
ALREADY EXISTS. DO YOU WANT TO OVERWRITE IT?.
Press **Y** if this is what you want to do, or **N** if it is not.

You will be notified by a message in the prompt area if the save
was successful. You will also be notified if the computer encoun-
ters a problem in saving the document.

WARNING! To guard against losing your document due to equip-
ment or disk problems, be sure to save your document onto your
WORD WRITER data disk at regular intervals. While you are
entering text, save what you have typed every 30 minutes. If
your system does experience a shutdown, you will only lose at
most 30 minutes' worth of work.

NOTE: Your WORD WRITER 128 files may contain some non-standard ASCII characters, especially if you have used check marks, block characters, or on-screen highlighting in your documents. Normally, you don't need to worry about this, because it will not affect your use of the program. However, if you plan to use WORD WRITER files in a telecommunications program, you must save your files in standard ASCII characters using a special format. When asked to enter a file name for your saved file, enter the characters A/ and the file name. For example, you might enter

A/letter

as your file name. Your file will be saved in standard ASCII characters on your disk. You can load the ASCII file back into WORD WRITER if you like – just enter the file name without the A/ characters when you use the "Load File" option.

Loading a File

Use this option to recall a document from your WORD WRITER data disk. When you select the "Load File" option, you will see the prompt FILE NAME?. Enter the name of the file that you wish to work with and press **RETURN**. The file you requested will be loaded from your disk, along with the accompanying .PAR file that contains the tab locations, printer codes, print option selections, page length, and line length for that main file.

NOTE: When you load a document, the text currently in your computer will be erased, so be sure that you have saved it on your data disk before loading the new document.

You will be notified by a message in the prompt area if the computer has a problem finding the file you requested.

Viewing the Disk Directory

Use this option to view a list of documents (files) on your data disk. This comes in handy when you are trying to find a specific document. To view the directory of a disk, select this option on the DISK COMMANDS pull-down menu. The names of the files on that disk will be displayed on your screen.

Press ESC to exit - space bar to continue directory

"ADR"	SEQ	002
"ADR. PAR"	SEQ	002
"LETTER"	SEQ	002
"LETTER. PAR"	SEQ	002

Use the up and down
cursor keys to select files

Press RETURN to load
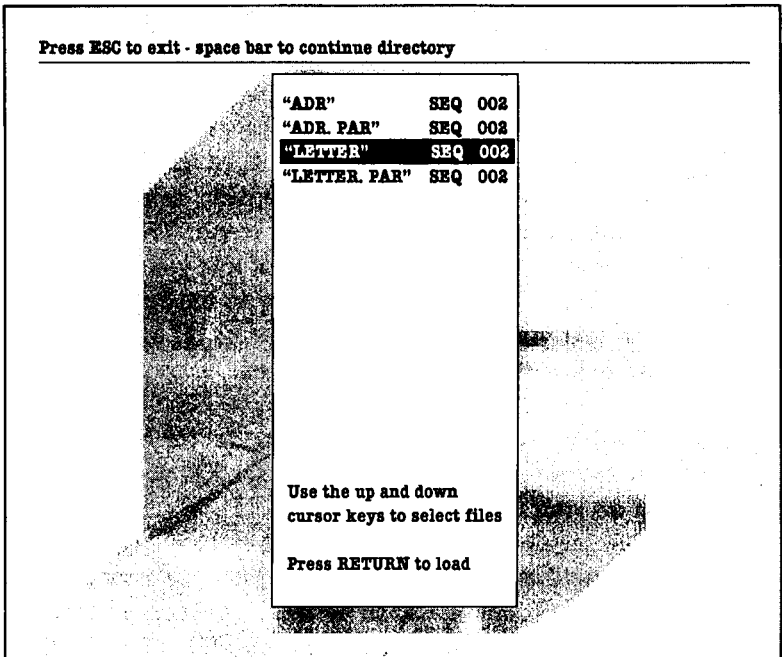
With WORD WRITER, you can load a document from your directory into the computer. Just use the up and down cursor keys to select a file listed in the directory on your display. When you press a cursor key, the highlight on the directory will move from file to file and the entire directory will scroll on your screen. Stop the highlight over a file you want to work with. Then press **RETURN**, and the file will be loaded into your computer.

NOTE: You can view only 64 files at a time with this function. If your disk contains more than 64 files, consult your computer manual for information on viewing disk directories in BASIC (this will allow you to view the entire disk).

Saving a Block of Text

Use this option to store a section, or block, of text on your disk. To save a block of text from your document, select this option on the DISK COMMANDS pull-down menu. Then move the cursor to the first character in the block of text you want to save. Press the **F7** key. Then move the cursor to the last character in the line of text you want to save, and press **F7** again. The text you have just marked will be highlighted.

You will now be asked to enter a file name for the block of text. Enter a name and press **RETURN**. The section you marked will be saved on your disk.

You will be notified by a message in the prompt area if the save was successful. You will also be notified if the computer encounters a problem in saving the block of text.

Merging Files

Use this option to merge a document on your WORD WRITER data disk with a document that is currently in the computer's memory. To merge documents (files), select the "Merge File" option on the DISK COMMANDS pull-down menu. Then move the cursor to the location where you would like the new text inserted and press the **F7** key.

In response to the prompt FILE NAME?, enter the name of the file that you want to insert in the document you currently have in your computer. The computer will look for the file you requested on the disk currently in your disk drive.

You will be notified by a message in the prompt area if the file was successfully loaded into your computer.

Erasing a File

Use this option to erase obsolete files from your WORD WRITER data disk. To erase a file, select this option on the DISK COMMANDS pull-down menu. In response to the prompt FILE NAME?, enter the name of the file you wish to erase from your data disk, and press **RETURN**. The computer will then erase this file and its accompanying .PAR file from the disk in your drive.

Renaming a File

With this option, you can change the name of a file stored on your data disk. To change a file name, select the "Rename File" option on the DISK COMMANDS pull-down menu. In response to the prompt FILE TO RENAME?, enter the current name of the file. Be sure that the disk containing this file is in your disk drive.

Next you will see the prompt **NEW FILE NAME?**. Enter the new name for your file, and the computer will rename that file and its accompanying .PAR file as you requested.

DOS Commands

Use this option to access the commands used by your computer's disk operating system. These options include the Scratch command (used to erase a file from your disk), the Validate command (used to "clean up" a disk after scratching a file), the Format command (used to format a disk before storing information on it), and the Diskcopy command (used to copy a disk). See your disk drive manual for information on the available commands.

When you select this option on the DISK COMMANDS pull-down menu, you will be asked to enter the command you want to use. Do so, and follow the prompts to execute this command.

■ The QUIT Pull-Down Menu

When you select the QUIT pull-down menu, you will see the following options:

```
QUIT

Reset Word Writer

Return to System
```
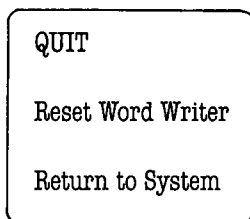
Let's take a look at each of these options.

Resetting **WORD WRITER**

Use this option to clear the computer's memory of text you have previously entered into the WORD WRITER so that you can begin a new document. To do this, select the "Reset Word Writer" option on the QUIT pull-down menu. In response to the warning prompt, enter **Y** if you are certain that you want to erase the document currently in the computer (be sure you have saved it on your data disk). The computer will clear the screen, and you will be able to begin entering a new document.

Returning to the System

This option will return control of your computer back to its operating system. This is the option you should select when you are finished working with the WORD WRITER. Be sure that you have saved the document you are currently working on onto your data disk. Select the "Return to the System" option on the QUIT pull-down menu. Then select one of the following ways to return to the system:

● Replace the program disk in the disk drive with a data disk or a program disk that is not self-booting. If the computer doesn't find a self-booting program on a disk in the drive, it returns you to the operating system.

OR

● Turn off your disk drive after selecting "Return to System". If the disk drive is not present, the computer will return to the operating system.

DO NOT leave your disk drive empty after selecting "Return to System". If your disk drive is on but you have not placed a disk inside, the drive will grind as the computer looks for a disk there. This may eventually harm your drive.

To load another program after you have finished using WORD WRITER, place a self-booting program disk, such as Timeworks SWIFTCALC 128 or DATA MANAGER 128, in your disk drive. The program will load into the computer automatically.

WARNING! Both of the options under the QUIT pull-down menu will erase the text that is currently in the computer's memory. Be sure that you have saved all important text onto your WORD WRITER data disk.

■ The Quick Commands

For your convenience, WORD WRITER 128 offers you a process for calling up several menu items without having to access the pull-down menus. You can use one of these "quick commands" by pressing the **C=** key and the first letter of the command you want to use. Listed below are the quick commands and their corresponding keys.

C= **F** Format Text
C= **M** Move Text
C= **C** Copy Text
C= **D** Delete a Block of Text
C= **P** Print Text
C= **S** Save File
C= **L** Load File
C= **V** View Directory
C= **Q** Return to System

Each of these commands is discussed earlier in this chapter. One final quick command is the "Create Temporary File" command. If you are entering information and need to leave the computer for a few minutes, you can save your text in a temporary file on your disk by pressing ⊂ and ⊤ keys. This file is given the name "Temp" on your disk. Each time you use this command, the computer will overwrite the current "Temp" file, so be sure you save all text you want to keep using the "Save File" option.

- Document Production
- How to Store Addresses and Do Form Letter Printouts
- Merging Reports from the DATA MANAGER 128 and SWIFTCALC 128

7 Producing Documents, Letters, and Reports with WORD WRITER 128

You can use WORD WRITER 128 for anything you used to do on a typewriter. You will find it much more efficient than your old type-writer. You should also try to compose your rough drafts and notes on this word processor. With a word processor, you can store your information on a floppy disk instead of in a file folder. You can store about 100 pages of text on a computer disk, and you can recall your text quickly by name.

You can use WORD WRITER for your routine correspondence, and your letters will then have a professional look, assuring a positive reaction from the person who receives your letter. Better still, you will always have a copy of your letter safely tucked away on a com-puter disk.

And how about that term paper, or business report? With WORD WRITER, you can spend your time thinking about *what* you are writing, rather than worrying about how it looks, because the WORD WRITER and your printer will take care of that.

■ Document Production

With WORD WRITER 128, the time it takes to go from your thoughts to finished printed document is greatly reduced. Listed below is an activity sequence for producing your document. Follow these guidelines and you'll get the most from your WORD WRITER.

1. Develop a purpose for your document and state clearly what you want to accomplish.

2. Write an outline for your document.

3. Gather all the information you need to write your paper.

4. Write a rough draft of your document. Think of your initial outline as a road map. Leave notes to yourself in your document any place you think you may want to include more information.

5. Print out and review your rough draft. Pencil in any notes or corrections that you want to include in the final document. You may have to go through this step several times.

6. Modify your rough draft to include all the information you want to include.

7. Finally, print out your document.

You can do all the steps listed above on your WORD WRITER. You'll probably skip some steps when doing a short document or letter.

■ How to Store Addresses and Do Form Letter Printouts

One of the features of the WORD WRITER 128 is its capability to produce personalized form letters using address lists that you create with either the WORD WRITER or the DATA MAN-AGER 128 data base program. Then you write a letter with the WORD WRITER. WORD WRITER will then print out your letters with your addresses and other information automatically included on each letter. You can print out up to 200 letters at a time. Each letter can be up to 4 pages long.

To use this feature you must first develop your address list. Load the WORD WRITER into your computer following the procedure in Chapter 4 of this manual. Enter your addresses into the computer using the format shown below.

Example:

John Doe
1234 Maple
Ocean City, NJ 72345
√ (Press the F8 key to enter this character.)
Bob Johnson
34567 State Dr.
Williamsburg, PA 87654
√
Sandy Thompson
2345 W. Ontario
Chicago, IL 60012
√

You must enter a √ after every address and at the end of the file. The √ symbol tells the computer that you have entered a full address. After typing in your address list, store it on your WORD WRITER data disk. You can recall and modify it at any time.

You have another option available for entering your address list. Not only can you enter a person's name, address, and salutation, but you can also enter other pertinent information under the address. Then, when you type your form letter, you can insert information from the address list directly into each letter.

For example, let's say you want to send the same letter to 5 business associates, but you would like to address each person by his or her first name in the body of the letter. When entering your address list, you would enter each person's name, address, salutation, and first name on separate lines of your list:

John Doe
1234 Maple St.
Ocean City, NJ 72345
Dear John:
John
√
Bob Johnson
34567 State Dr.
Williamsburg, PA 87654
Dear Bob:
Bob
√
Sandy Thompson
2345 W. Ontario
Chicago, IL 60012
Dear Sandy:
Sandy
√
Jack Brownstone
5757 W. Fifth Avenue
New York, NY 11109
Dear Jack:
Jack
√
Richard Terwilliger
13 Lake Street
Muskegon, MI 44223
Dear Rick:
Rick
√

Now type your letter (remember to keep the length at 4 pages or
less). When you reach a spot where you want to insert informa-
tion from the address list, just type in the line number where the
information appears in your list. You must use a special format

when entering the line number. For example, to insert a person's name and address into the letter, you would type

[#1#] (addressee's name)
[#2#] (street address)
[#3#] (city, state, and zip)

NOTE: Place a hard return symbol after each line number nota-
tion (see the following letter). If you don't do this, the computer
will move these notations onto the same line when you use the
"Format" option.

When the printer prints your letter, it will insert the material from
your address list that you have indicated by the line numbers you
entered. See the following letter for an example of this process:

> Robert L. Jacobs
> Timeworks Inc.
> 444 Lake Cook Road
> Deerfield, IL 60015

[#1#] ←
[#2#] ←
[#3#] ←

[#4#] ←

Thank you, [#5#], for your recent letter regarding our new
software for the Commodore 128. WORD WRITER 128,
SWIFTCALC 128, and DATA MANAGER 128 have all been
well received, and we are looking forward to publishing more
software for this exciting new machine.

If you need any more information about our 128 programs,
[#5#], feel free to contact me.

Sincerely,

Robert L. Jacobs
Director of Customer Support

When this letter is printed out, the first line of each address in your list, which contains the addressee's name, will be inserted everywhere that you have typed [#1#]; line 2 of each address will appear where you typed [#2#]; and so on. Whenever the computer sees [#5#], it will insert the person's first name, which you have entered in line 5 of each address list. Note that you do not have to make room for the inserted material in your letter – WORD WRITER takes care of that for you.

NOTE FOR USERS WITH DATA MANAGER 128: If you choose to create your address list with the "Disk Labels" option in DATA MANAGER 128, you must observe a few special rules for form letter printout. First, you can enter only one field of your data base information on each label line. A typical label might look like this:

Line 1: James
Line 2: Jones
Line 3: 123 Main Street
Line 4: Chicago
Line 5: Illinois
Line 6: 60014

Then when you enter your form letter in WORD WRITER 128, you may want to type more than one label line number on a line of your letter. For instance, you don't want James Jones's first and last names to appear on separate lines in your form letter. You would then enter the following numbers in your form letter:

[#1#] [#2#]
[#3#]
[#4#], [#5#] [#6#]

When your letter prints out, the name and address will appear like this:

James Jones
123 Main Street
Chicago, Illinois 60014

You may enter as many fields in your disk labels as there are lines available. For example, if there are 19 lines available on a single label, you may enter 19 fields on that label.

You can also create form letters that require different inserts throughout. For example, an insurance company might write the following letter to send to prospective policyholders:

Cosmopolitan Mutual Insurance
2727 High Risk Road
Deerfield, IL 60015

[#1#] ←
[#2#] ←
[#3#] ←

[#4#] ←

Thank you for your recent inquiry about our Gold Policyholder Auto Insurance policy. You will be happy to know that the premium for your [#5#] will be [#6#] every six months. We think that you will find our rates to be much lower than that of our competitors, and our service is first rate.

To initiate your policy, just call [#7#] in our [#8#] office. The
phone number there is [#9#].

Thank you again for contacting Cosmopolitan Mutual.

Sincerely,

Each entry in the insurance company's address list would be
broken down like this:

Lines 1 through 3: Addressee's name and address
Line 4: Salutation
Line 5: Year and make of car
Line 6: Premium amount
Line 7: Representative's name
Line 8: Sales office location
Line 9: Phone number

You can have up to 99 lines in each address of your list, which
means you can insert up to 99 items in a form letter. Experiment
with entering address lists – the possibilities for form letter print-
out are endless! You will find sample letters and address lists on
your program disk under the names ADR1, ADR2, LETTER1,
and LETTER2. Now let's take a look at printing your letters.

NOTE ON PRINTING LABELS: You can also print your address
list on labels. Just adjust your line length and page length to the
following dimensions (using options on the PRINT pull-down
menu):

Line length: 35 characters
Page length: 4 lines

Also you will need to modify your top and bottom margins (in the Print window) to one line each. (Page length + top margin + bottom margin should equal the height of your labels.)

Printing Out Your Form Letters

Now to get those form letters rolling, select the "Print Document" option on the PRINT pull-down menu. Then move the cursor to the "Form Letter" option, and press **Y** for yes. Check the rest of the print options to be sure that they are set correctly for your document production, and press **F7**.

Before your form letters are printed, you will be asked to enter the name of the file that contains your addresses. The computer will now begin printing out the letters with the information from your address list automatically inserted into the text.

NOTE: Remember to keep the length of each letter to 4 pages or less. To check the length of your letter in memory, select the "Memory Remaining" option on the FUNCTIONS pull-down menu while your letter is in the computer. If the resulting message tells you that you have used 40% of the memory or less, the computer should have no problem with the length of your letter.

■ Merging Reports from the DATA MANAGER 128 and SWIFTCALC 128

Another powerful feature of this word processing system is its ability to extract information from the DATA MANAGER 128 data base system and SWIFTCALC 128 electronic spreadsheet.

NOTE: Information can be passed directly from SWIFTCALC 128 to the WORD WRITER 128. For details on interfacing SWIFTCALC with the WORD WRITER, see your SWIFT-CALC user's manual.

Information that you generate with the DATA MANAGER must be saved on your WORD WRITER 128 data disk before you can use it with the WORD WRITER. There are two types of information that WORD WRITER can use from the DATA MANAGER: 1) addresses and 2) reports.

Addresses are used in form letters or are inserted in your document in list form. Reports summarize your data base information in an easy-to-read column format. Below is an example of a typical report:

NAME	CITY/ST	PHONE
John Doe	Chicago IL	312/222-1234
Mary Smith	New York, NY	212/321-6543
Tom Johnson	Boston, MA	617/345-0987

You can save reports onto your data disk from the Report Writer section of the DATA MANAGER. Then you may load it directly into your WORD WRITER document using the "Merge File" option on the WORD WRITER's DISK COMMANDS pull-down menu.

Example:

1. Let's assume you created a report using the DATA MAN-
   AGER or you may have a SWIFTCALC spreadsheet you
   want to use in your document. (Details on how to create
   these data files are covered in the user's manuals for these
   two programs.)

2. Load the WORD WRITER into your computer following the
   procedure in Chapter 3, and then enter the text of your
   document. Stop at the point where you want to insert your
   report. You may merge a file into a document at any location
   you choose.

3. Select the "Merge File" option on the DISK COMMANDS
   pull-down menu, and at the computer's request enter the
   name of the file you want to merge into the document and
   tell the computer where you want it inserted. Be sure that
   the data disk containing the file that you requested is in the
   correct disk drive. For more information on merging files,
   see Chapter 6.

   Your disk drive will grind and your report will be merged
   into your document. If you want to modify its appearance in
   your document, you can make changes in the report using
   WORD WRITER's editing keys, which are discussed in
   Chapter 4.

8
Troubleshooting

PROBLEM	PROBABLE REMEDY
PROGRAM WILL NOT LOAD	1. Turn off computer and try again. 2. Clean heads on disk drive. 3. Check computer hookup. 4. Make sure PROGRAM DISK, not data disk, is in disk drive.
DISK READ OR WRITE ERROR	1. Insert correct disk into disk drive. 2. Use a better quality disk for data. 3. Replace data disk with previous backup. 4. Remove write protection tape from data disk. 5. Be sure you are using a formatted data disk. See your computer manual for information on formatting disks.
SYSTEM FROZEN, SCREEN BLANKS OUT, PROGRAM LOST (due to power fluctuations)	Restart all devices and reload the program.
PRINTER DOESN'T PRINT	1. Be sure printer is plugged in and turned on. 2. Be sure printer has a ribbon and paper. 3. Turn printer on and then off again. 4. Check to see that printer is connected to disk drive.

PRINTER PRINTS ONLY UPPER-CASE LETTERS AND GRAPHIC SYMBOLS	Use proper secondary address. (Most Commodore printers use 7 as a secondary address.)
PRINTER TRANSPOSES UPPER CASE AND LOWER CASE OR PRINTS ONLY UPPER-CASE CHARACTERS	If you are using an interface, be sure you've selected Y for "Normal ASCII" in the Print window. Then select the proper secondary address for option "Open 4,4,?" in the Print window to set your interface to the "Transparent" mode. See your interface user's manual for more information.

NOTE: If you are using a Commodore compatible printer, set option "Open 4,4,?", at 7 and "Normal ASCII" at N or your printer will not function properly.

OTHER PROBLEMS	Consult the following Pre-Call Checklist before calling Timeworks' Customer Support Help Line: (312) 948-9200 (800) 323-9755

PRE-CALL CHECKLIST

Before You Call...

1. Have you investigated your manual thoroughly (Troubleshooting, 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 repeatedly? Have you tried reproducing the problem with other hardware than your own?

3. Are you using any additional equipment with your system, such as a keypad, modem, or fast loading devices? If so, disconnect the additional hardware and try to repeat the problem. If not, 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? Have you read your interface manual or contacted your interface manufacturer?

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, WORD WRITER version 10.1) You will find the version number when you view the directory of your program disk.

2. What operating system are you using? (For example, IBM PC-DOS 2.1, APPLE IIe, Commodore 128)

3. Have your user's manuals 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.

4. To save valuable time, state your problem or question as *concisely* as possible.

- Using Special Print Features with Your Printer
- How to Read Your Printer Manual
- Using Your Printer with WORD WRITER 128
- Printing on Your Own

9
Unraveling the Mystery of Your Printer

All of us would like to use all of our printer's special features without first learning about our printer. But given the variations between printers, that's virtually impossible. We'd like to help you learn about your printer as quickly and painlessly as possible. Then you can apply that knowledge to your work with WORD WRITER 128.

■ Using Special Printer Features with Your Printer

Your Printer Doesn't Understand Letters!

When you send a document to your printer from your computer, the computer does not really send the document as you see it on your screen. The printer would not recognize the letters that you have typed in. Instead, your printer understands numbers from 0 to 255. For example, when you tell it to print "hello", the computer actually sends a numbered code that represents the word "hello":

72, 69, 76, 76, 79

These numbers represent a code called ASCII (American Standard Code for Information Interchange, pronounced ASK'ee). Each character that your printer prints has its own ASCII code: A is 65, B is 66, C is 67 and so on. To help confuse the issue, 0 is 48, 1 is 49, 2 is 50, and so forth. Fortunately, you only need to type a word like "hello" and your printer does the rest.

Control Codes

Although most of the ASCII codes tell the printer to print a letter or a number, there are other numbers or groups of numbers that tell the printer to print in a certain way, such as italics, boldface, and underlining. These numbers, which are sometimes referred to as "control codes" or "printer codes", usually vary from printer to printer. For example, to print Double Width (expanded) on a Commodore printer, you must enter two control codes:

Expanded on   14
Expanded off   15

However, to use the same function on a Star or Epson, you must enter three codes:

Expanded on   27, 87, 1
Expanded off   27, 87, 0

On an Okidata printer, the codes are 27, 31 and 27, 30. Printers, as you can see, are far from standardized.

Where can you find these numbers? In your printer manual! Somewhere in your printer manual, you should find a chart containing control codes for all of the special functions (underlining, expanded print, boldface, etc.) that your printer can perform.

The ESCAPE Code

If you don't have a Commodore printer, one very important code that you should become familiar with is the ESCAPE code, which is often abbreviated ESC. The ESC code is ASCII code 27. This code tells the printer that the number(s) that will follow represent a control code, not a printable character. For example, to use boldface on a Star or Epson printer, you must enter the codes:

Boldface on	27, 71
Boldface off	27, 72

Printer manuals sometimes show these codes as characters. If your manual used this method, you would see the following codes for boldface type:

Boldface on	ESC G
Boldface off	ESC H

When the ESC code appears in your manual next to a character, you will know that you must enter the control code for G, not the letter itself.

All well and good, you say, but how am I supposed to find the codes for letters like G and H when I see them in my printer manual? Very simple. You can either look for the ASCII table which should be provided in your manual, or you can ask your computer to convert the character to its corresponding code. Just turn on the computer and type:

?asc("g") **RETURN**

The computer will respond: 71. You can, of course, enter any character you wish in place of "g" and the computer will dutifully tell you its ASCII code.

■ How to Read Your Printer Manual

By now we've piqued your interest in control codes and we hope you have gone to your printer manual to learn more about them. You're ready to get to work, but as you look at the page of codes you may become totally confused because you're faced with something like this:

	Character	Hex	Decimal
Underline on	ESC "-" 1	2D,01	45,1
Underline off	ESC "-" 0	2D,00	45,0

(These codes are for a Star or Epson printer.) Fear not. All of this actually means something! When you look at this table, there are three basic things to keep in mind:

1. Disregard any information labeled "Hex" or "Hexadecimal". The data in the "Hex" column is meant primarily for programmers. The only information you need to worry about is in the "Character" column or the "Decimal" column. Both columns hold the same information stated in different ways.

2. Be aware that the ESC code is often shown in only one of these columns, but it must be entered before the values shown in the "Decimal" column, even if your printer manual does not state this specifically. For example, the codes you must enter to turn on the underlining feature in the above sample are:

27, 45, 1

The 27 (ESC) was NOT SHOWN in the manual under "Decimal", but you must enter it before you enter the codes shown in the "Decimal" column. Note that these values correspond to the codes listed in the "Character" column in our example:

ESC = 27
"-" = 45
 1 = 1

3. Finally, entries inside quotes, like the "-" shown here, actually stand for the ASCII value of the character shown in quotes (in this case, "-" stands for 45). You can find this information in the ASCII conversion chart in your printer manual, or you can use BASIC to find the ASCII code as we showed you earlier (remember: enter ?asc("-") while in BASIC, and the computer will respond with 45).

If your printer manual uses the quotation mark format, it is usually safe to assume that entries shown in quotes should be "looked up" and that entries NOT shown in quotes should be entered "as is". In this example, 1 would simply be entered as 1.

Some printer manuals use another type of format when presenting codes in the "Character" column. For example, you might see:

ESC - chr$(1)

In this example, notice two things:

● The - is not inside quotes.

- The 1 is presented in the chr$(n) format (n = 1 in this case). The chr$ format tells you that the value inside the parentheses is to be entered "as is". Therefore, it is safe to assume that numbers that are not presented in the chr$ format must be looked up in your printer manual.

AS A RULE OF THUMB, remember that all non-numeric characters must be looked up in your printer manual, and their ASCII value must be used instead (even if these characters are not shown in quotes in your manual). In addition, all numeric characters in quotes must also be looked up.

NOTE: Commodore printers usually do not use the ESC code, and the numbers you find in your manual are almost always exactly what you must enter. This means you need not worry about ASCII tables. If, however, you want to print a Commodore graphic character, like a heart or an underscore, you'll need to determine the ASCII value of the character in BASIC (remember ?asc("♥")) and send that value directly to the printer. This technique will also work with non-Commodore printers.

At this point you should be able to make a little more sense out of your printer manual and printer control codes. If your printer manual uses some strange format not covered here, we hope that the above section has helped you to formulate the questions you need to ask your printer's manufacturer when you contact them for clarification.

■ Using Your Printer with WORD WRITER 128

Now, let's try applying what we've talked about to using your printer with WORD WRITER. Where do you start? First, you will find a number of files on your program disk that relate to different printers. Each of these files holds the correct printer codes for a particular printer.

To load one of these files, load WORD WRITER into your computer, and with the program disk in the disk drive, select "View Directory" on the DISK COMMANDS pull-down menu. When the directory appears on your screen, look for a file named for your printer. Then move the cursor to that file name and press RETURN. Follow the prompts to load this file into your computer. If your printer isn't listed, but is compatible to a listed printer, use the printer file that is closest to your printer type. (Contact your printer's manufacturer for information on compatibility.)

NOTE: You should load your printer's file into the computer every time you load WORD WRITER 128. Then the correct printer codes will be present in the printer code window whenever you need to use them.

Once you have loaded the printer file, select the "Set Printer Codes" option on the PRINT pull-down menu. When the printer code window appears on your screen, you will see a number of printer codes for your printer. Let's try printing a document using one set of these codes.

Printing a Document

1. Select the "Load File" option on the DISK COMMANDS pull-down menu, and follow the prompts to load the file called SAMPLE into your computer from your program disk. When the file has loaded in, look through your printer manual and decide on a printing feature you'd like to try with your printer (such as italics, underlining, or emphasized type.)

2. If you have previously loaded a printer file from your program disk, check the printer code window for the feature you want to use. If the window contains the codes for the print face you've selected, move on to step 4. If not, you will have to enter the printer codes for that print face. (This is good practice!) Consult your printer manual for the starting code(s) and the ending code(s) for the print feature you've selected. Write them down and keep them handy. The following codes will print in emphasized print on a Star or Epson compatible printer.

   Starting code: 27, 69   (ESC "E")
   Ending code: 27, 70   (ESC "F")

   If you are using a Commodore printer, use the following codes for reversed (white on black) type:

   Starting code: 18
   Ending code: 146

3. Now you must enter your printer codes. Select "Set Printer Codes" on the PRINT pull-down menu. If you have loaded the file for your printer from your program disk, the window of printer codes that will appear on your screen will contain the codes used by your printer for often used print faces. If the print face you want to use is not listed in the window, move the cursor to a line in the window and enter the codes for the print feature you want to use.

For example, to enter the codes for emphasized type on an Epson or Star printer, move the cursor to line 8 in the window, and then enter

27,69,,27,71 Emphasized

(WORD WRITER allows you to enter the name of a print face on the same line as its codes. This will help you remember what print face these codes represent.) Press **RETURN**. Be sure to enter two commas between the starting and ending codes. (As you may have noticed, the codes for emphasized type already appear in the window on line 2, but entering codes is good practice.) If you make an error when entering the codes, press **Esc** and re-enter the codes.

To enter the codes for reversed print on a Commodore, move the cursor to line 8 and enter

18,,146 Reversed

After you have entered your codes, press **Esc** to return to the sample document.

4. Now you must tell the computer what part of your document you want to print in the type face you've selected. Move the cursor to line 5 of the sample document, and press **F8** to insert a check mark. Then enter the letter "c" and the number of the line in the printer code window that contains the codes you want to use. For our example in step 3, you would enter:

   √c8

   This instruction tells the computer to use the code on line 8 in the printer code window when printing your document.

5. Now you must tell the printer exactly what text to print in the special type face. Move the cursor to the words "pull-down menus" in line 11 of your document. Place the cursor on the "p" in "pull-down", and press the **SHIFT INST/DEL** keys to turn on the INSERT mode. Now press **F2** to enter the marker that tells the printer where to start printing in your special type face. The marker looks like a small block. Move the cursor to the space after the word "menus", and press **F2** again to insert a stop marker. Then press **SHIFT INST/DEL** again to turn off the INSERT mode. This start and stop markers highlight the text that will be printed in the type face you've selected.

6. Select the "Print Document" option on the PRINT pull-down menu. Press **F7** to print the document. When the printer "sees" your codes, it will print any text within the start and stop markers in the style you've selected. To change the print face later in your document, enter a new check mark printing instruction and use the start/stop markers to designate the text for the new print face. You can enter a check mark instruction anywhere in your document that you like.

■ Printing on Your Own

Now that you have gotten your feet wet with your printer and the WORD WRITER, do some experimenting. (You may waste a lot of paper, but you can't hurt anything.) Try out the different codes in your printer manual with the sample document, and then try them out on your own text.

NOTE: If your printer manual does not discuss or show an example of a specific printing feature, your printer probably does not produce that feature.

If your printer manual discusses an option that you cannot produce with WORD WRITER, and you are using a printer with an interface, there are two things you should do. First, be sure you've set your interface in transparent mode (see your interface manual for information on transparent mode), and second, be sure you've selected Y for "Normal ASCII" in WORD WRITER's Print window. If you still experience a problem, try following examples shown in your printer's manual. If you have any questions about the workings of your printer, consult your dealer or your printer manufacturer. They know their product better than anyone.

10
Facts at Your
Fingertips

The Calculator (Chapter 4)

Ctrl **F3** Calls the calculator onto your computer display

C Clears the calculator display

E Clears the entry you have just typed into the calculator

M Stores the current calculator display in memory

R Recalls a previous entry from memory

Operations:

+ Add

− Subtract

* Multiply

/ Divide

↑ Raise to a Power

: Change sign from + to − or from − to +

= Displays solution to most recent calculation

Esc Erases calculator from display

Ctrl **F5** Recalls last value from calculator into text on screen (must use only after exiting calculator)

Copying Text Information (Chapter 6)

1. Select the "Copy" option on the FUNCTIONS pull-down menu, or press **Ctrl** **C**.

2. Move the cursor to the first character in the block of text you want to copy, and press **F7**.

3. Move the cursor to the last character in the block of text you want to copy, and press **F7**.

4. Move the cursor to the first line of the new location for the block, and press **F7**. The text will be copied.

Cursor Movement Keys (Chapter 4)

←	Moves the cursor one space to the left
→	Moves the cursor one space to the right
↑	Moves the cursor up one space
↓	Moves the cursor down one space
CTRL ←	Moves the cursor to the first position on the line
CTRL →	Moves the cursor to the last position on the line
CTRL ↑	Moves the cursor up one page
CTRL ↓	Moves the cursor down one page
C= →	Moves the cursor one word to the right
C= ←	Moves the cursor one word to the left
CLR/HOME	Moves the cursor to the top of the document
SHIFT **CLR/HOME**	Moves the cursor to the bottom of the document
CTRL **CLR/HOME**	Moves the cursor to the top of the current display
TAB	Moves the cursor one tab location to the right
SHIFT **TAB**	Moves the cursor one tab location to the left

Deleting a Block of Text (Chapter 6)

1. Select the "Delete Block" option on the DELETE pull-down menu, or press **C=** **D**.

2. Move the cursor to the first character of the block of text you want to delete, and press **F7**.

3. Move the cursor to the last character of the block of text you want to delete, and press **F7**.

4. Press **Y** in response to the prompt. The block of text will be deleted.

Deleting a Character From Your Text (Chapter 4)

1. Move the cursor to the character you want to delete.

2. Press the **INST/DEL** key.

Deleting a Line From Your Text (Chapter 4)

1. Move your cursor to the first character of the line you want to delete.

2. Press the **F3** key, and the line will be deleted.

Deleting a Word From Your Text (Chapter 4)

1. Move the cursor to the first character of the word you want to delete.

2. Press the **F4** key, and the word will be deleted.

Formatting Text (Chapter 6)

1. Move the cursor to column one on a line just above the block of text you want to format.

2. Press the **F8** key, and a check mark will appear.

3. Enter the number of spaces you want for a left margin followed by a comma. Then enter the number of spaces you want for a line length.

4. To format your text, select the "Format Text" option on the FUNCTIONS pull-down menu, or press **C** **F**. The computer will re-align your margins according to your check mark instructions.

Function Key Commands (Chapter 4)

F1	Insert a line of text
F2	Start/stop marker for the printer
F3	Delete a line of text
F4	Delete a word
F5	Center text
F6	Right justify text
F7	Current function
F8	Special set (√)
C **F1**	Recalls previously used menu item

The Help Window (Chapter 6)

To access the Help Window:

1. Select the HELP pull-down menu heading or press the **HELP** key on your keyboard.

2. The window will appear on your screen. Use up and down cursor keys to scroll the window.

3. Press **Esc** to exit the window.

Inserting a Character Into Your Text (Chapter 4)

1. Move the cursor to the location where you want to insert the character(s) into your text.

2. Press the **SHIFT** and **INST/DEL** keys and the word INSERT will appear on your display.

3. Enter the character(s) you want to insert.

4. Press the **SHIFT** and **INST/DEL** keys again, and the word INSERT will disappear from your display.

Inserting a Line Into Your Text (Chapter 4)

1. Move your cursor to place in your text where you want to insert a blank line.

2. Press the ▣ key, and a new line will appear above the old one.

Loading a Document File From Your Data Disk (Chapter 6)

1. Place your WORD WRITER data disk in the disk drive.

2. Select "Load File" on the DISK COMMANDS pull-down menu, or press ▣ ▣.

3. Enter the name of the document file you want to load, and press **RETURN**.

4. Your document file will be loaded into the computer.

Loading a Document File From the Disk Directory (Chapter 6)

1. Place your WORD WRITER data disk in the disk drive.

2. Select "View Directory" on the "DISK COMMANDS" pull-down menu, or press ▣ ▣.

3. When the directory appears on your screen, use your cursor keys to move the highlight to the file you want to load, and press **RETURN**.

Moving Text Information (Chapter 6)

1. Select the "Move Text" option on the FUNCTIONS pull-down menu, or press ▣ ▣.

2. Move the cursor to the first character of the block of text you want to move, and press ▣.

3. Move the cursor to the last character of the block of text you want to move, and press ▣.

4. Move the cursor to the first line of the new location for the block, and press **F7**. The block of text will be moved to the new location.

On-Screen Highlighting (Chapter 5)

C **B** Boldface
C **I** Italics
C **U** Underlining
C **+** Superscript
C **−** Subscript
C **R** The Repeat Function

Printing Documents (Chapter 6)

1. Select the "Print Document" option on the PRINT pull-down menu, or press **C** **P**.

2. When the print window appears, enter your selection for any or all of the print options.

3. Press the **F7** key to start printing.

Saving a Document File on Your Data Disk (Chapter 6)

1. Place your WORD WRITER data disk in the disk drive.

2. Select the "Save File" option on the DISK COMMANDS pull-down menu, or press **C** **S**.

3. Enter a name for your document file, and press **RETURN**.

4. Your document file will be saved on your data disk.

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.

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I1588MV2

TIMEWORKS®

Word Writer 128 ™ with Spell Checker

Features: What This Program Does

A. USING WORD WRITER 128 ALONE:

MOVE/COPY Moves or copies blocks of text within your document.

SEARCH & REPLACE Locates words or word fragments in your text and automatically replaces them as you direct.

INSERT Inserts blocks of text as needed.

DELETE (Erase) Erases single characters, words, sentences, paragraphs – with the press of a key.

FORMAT Maintains your margins after inserting or deleting text.

AUTOMATIC WORD WRAP No need to hyphenate or RETURN at the end of a line. WORD WRITER 128 does it for you.

INDENT Sets varying left and right margins in your text to give your document a professional appearance.

TABBING Tabs help place your text precisely where you want it.

AUTOMATIC PAGE NUMBERING The WORD WRITER 128 will insert page numbers during printout.

DOCUMENT CHAINING Prints documents of unlimited length with page numbers.

CENTERING & MARGIN JUSTIFICATION Text can be centered and right margins justified automatically at the press of a key.

FORM LETTER PRINTOUT Prints individualized form letters using your name and address lists.

HIGHLIGHTING Tells your printer to underline, *italicize*, **boldface**, or use all three together at the press of a key. Allows you to view each highlight on-screen before you print as hard copy.

MERGES (Appends) Combines separate documents from the same or separate disks into a single document.

HEADERS & FOOTERS Displays and prints Headers and Footers throughout your document as you command.

SUPERSCRIPT & SUBSCRIPT Displays and prints numbers in superscript or subscript for fast footnote references.

SPEED KEYS Lets you access Word Writer commands quickly, using a minimum of keystrokes.

HORIZONTAL AND VERTICAL SCROLLING Moves your text in either direction to view any section you desire.

DISK CATALOGING Displays the titles of the documents stored on your data disk, with the press of a key.

B. WHEN INTERFACED WITH TIMEWORKS' DATA MANAGER 128 AND SWIFTCALC 128:

• The WORD WRITER 128 individually addresses and prints form letters automatically.

• Data can be transferred from the DATA MANAGER 128 or SWIFTCALC 128 programs directly to the WORD WRITER 128. Finished spreadsheets and data base information can be automatically included in reports and documents generated by the WORD WRITER 128.

• Information needs to be entered into the system only once, saving time and minimizing data entry errors.

C. DATA TEXT FILES produced with the C-64 WORD WRITER can be used with this program.