

TIMEWORKS[®]

User's Manual

Word Writer **3**[™]
with Spell Checker, Thesaurus & Outliner

For

COMMODORE 64 & 128

Computers

(40-Column, 64K)

Published by **Timeworks, Inc.**

Timeworks' Customer Support Plan

Timeworks' Telephone Consulting Service is available to all Registered users to support your installation and ongoing operations at no charge. 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 the following number during normal business hours (9 a.m. to 5 p.m. central standard time).

Customer Support Help Line: 1-312-948-9208.

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

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

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I. Introduction

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'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.

Over 200 tabs help you structure your documents so you can place text exactly where you want it in your document. To further simplify and speed up your operation of this system, all of the commands are referenced on two plastic keyboard overlays, which are included with this program.

The WORD WRITER interfaces with TIMEWORKS' DATA MANAGER 2, giving you a versatile mailing list maintenance system and customized report writer. The "mail list" function prints your addresses directly onto standard mailing labels and also inserts addresses into your letters. And you can generate customized reports with your DATA MANAGER 2, SWIFTCALC, or SYLVIA PORTER program and transfer these reports into WORD WRITER documents.

Your WORD WRITER, with its keyboard overlays and DATA MANAGER 2 interface, transforms your computer into an efficient, professional-quality word processing station. No extra hardware or add-ons are required.

Take your time reviewing this operating 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!



II. 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 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 even the experienced typist several hours.

Not with your computer and WORD WRITER!

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. (A “slow” printer turns out about 250 words a minute, but the fastest typist can only type about 100 words in that same minute.) Best of all, your printer will not introduce any errors into your document during the printing process.

What is a Word Processor, and What Can It Do For You?

You can also use your word processor as a **THOUGHT PROCESSOR**. When you are assembling all those great ideas for your report, why not use **WORD WRITER's** Outliner feature to organize those ideas? 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.

III. How is WORD WRITER Different?

The WORD WRITER differs from other word processing software in two important ways: 1) Keyboard overlays simplify its use, and 2) WORD WRITER can be interfaced with a data base program.

TIMEWORKS designed this program with the first-time computer user in mind. If you have never used a computer before, you'll feel right at home with this program because of its common-sense approach to user interaction. All word processing commands are clearly referenced on two keyboard overlays – you don't have to memorize commands. After you press the key to activate a WORD WRITER feature, 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 TIMEWORKS' DATA MANAGER 2, SWIFTCALC, and SYLVIA PORTER'S PERSONAL FINANCIAL MANAGER. This unique design lets you expand the capabilities of this program far beyond those of conventional word processing programs. For example, you can transfer reports from your DATA MANAGER 2 to a document you are creating with your WORD WRITER. Or you can generate individually addressed, personalized form letters. Take addresses from your DATA MANAGER 2, 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.

IV. Loading the Program

NOTE: This manual contains detailed instructions on all of WORD WRITER's functions. Please read it carefully. If you have a question about the program, consult the Troubleshooting section (Section X) and Facts at Your Fingertips (Section XI). If you have further questions, see the inside front cover of your manual for information on the Timeworks Help Line.

NOTE FOR COMMODORE 128 USERS: To load this program, you must be in the 64 mode. To do this, turn on your computer, disk drive, and monitor. Then type GO 64 and press **RETURN**. When asked ARE YOU SURE?, press **Y**. You will see the Commodore 64 BASIC display, and you can continue using the directions in this section to load the program. If you turn on the computer with the WORD WRITER disk in the drive, the computer will change to 64 mode.

NOTE: Whenever we say "enter" in this manual, we mean type in your response, then press the **RETURN** key.

A. From GEOS

To load WORD WRITER while using the GEOS operating system:

1. Insert your WORD WRITER program disk into your disk drive. (If you are using a dual drive, you must place your disk in drive 0; if you are using two single drives, place your disk in drive 8.)

Loading the Program

2. Use the mouse to move the arrow on your screen to the disk drive icon, and click the mouse button.
3. The disk directory (the icons of the files on your disk) will appear on your screen. Only those files that can be loaded at this time will appear. Use the mouse to select the icon for the main program (the upper left icon) and double-click the mouse button. The program will load into your computer.

B. From BASIC

1. Hook up your computer, including your disk drive and printer.
2. Carefully insert our program disk in your disk drive so that the label on the disk is facing up. Once the disk is inside, close the protective gate by pushing in on the lever.
3. Now type LOAD "WORD WRITER",8 and press **RETURN**.
4. When the word READY appears on the screen, and the **■** is on, just type RUN, then press **RETURN**.
5. You will now see the options for installing Swiftload. To install, press the **SPACE BAR**. To bypass Swiftload, press any other key.

Loading the Program

6. Once loading is completed, you will see the WORD WRITER introductory display on your screen. In response to the prompt, press **W** to use the word processor.

NOTE: You can load WORD WRITER faster by bypassing the interface feature, which is also included in the DATA MANAGER 2 program as the Extended Print feature. To load WORD WRITER more quickly, turn on your computer, disk drive, and printer. Place your program disk in the disk drive, and type LOAD"WW",8 and press **RETURN**. When the word READY appears on the screen, type RUN, and WORD WRITER will load rapidly into the computer. If you use this feature, you will not see the prompt shown in number 6 above.

V. Using the Word Processor

NOTE: Be sure to take a look at the UPDATE file on your program disk. This file contains any modifications that do not appear in the manual. Use the instructions in Section V-F-34 to load this file into the computer.

This section introduces you to the various operating features of the word processing portion of the WORD WRITER.

A. Getting Started

1. You will see the prompt INITIALIZE WORD WRITER DATA DISK?(Y/N). Press **Y** for yes to create a data disk for storing information generated with the WORD WRITER. Remove the WORD WRITER program disk and insert your own 5¼" floppy disk into the disk drive.

WARNING: Any information existing on the disk you use for this purpose will be erased, so be sure there is no important information stored on it. The "write protect" notch must also be uncovered.

2. Check to be sure the disk you have in the disk drive does NOT contain any important information. Then press **Y** or **N** in response to ARE YOU SURE THIS IS WHAT YOU WANT TO DO?(Y/N).

NOTE: To guard against the loss of important information, you should always make “backup” copies of data stored on disk. It is also a good idea to store your information on disk every ½ hour or so while you are working, 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.

3. In response to **ENTER TODAY'S DATE?(MM/DD/YY)**, enter today’s date in the **MM/DD/YY** format. For example, January 9, 1988, would be entered as **01/09/88**. Then press **RETURN**. The program will continue running *only* if you have entered the date correctly.
4. After you enter the date, your disk drive will set up the “road map” it will use to store information on your data disk. This process is called initialization.
5. Once the data disk is initialized, remove it from the disk drive and insert your **WORD WRITER** program disk into the disk drive, as requested on the display. Press **C** and the word processor section of **WORD WRITER** will be loaded into the computer.

NOTE FOR C64 USERS: Use transparent tape to connect the keyboard overlays to your computer above the top row of keys, and alongside the **F1** to **F8** keys.

Using the Word Processor

6. When you load WORD WRITER the first time, a screen will appear informing you that no printer file has been created. Ten common printer types are listed. If your printer is compatible with one of these, you may use our pre-set printer codes by simply following the steps outlined below:
 - a. Remove the write-protect tab from your WORD WRITER disk.
 - b. Insert the WORD WRITER disk into the disk drive.
 - c. Press the number beside the appropriate printer.
 - d. Replace the write-protect tab after WORD WRITER loads.

If you do not see your printer listed, press **RETURN** to continue.

NOTE: There are additional printer files on the program disk. To view a list of these files, follow steps 7 and 8 below. Then press **CTRL O** or **C V** to see if there is a file for your printer. All of the printer files on your program disk have the name of the printer and the extension .DEF, such as EPSON.DEF. If you see your printer (or one that's compatible with your printer) listed, you can load it by pressing **CTRL L**. Then, in response to LOAD PRINTER FILE?(Y/N), enter **Y**, and type the name of the file you want to view (i.e., EPSON.DEF). (You don't have to load a printer file to use WORD WRITER.)

After you have loaded a printer file, you may look at or alter the two Print windows (**CTRL G** and **C E**) and set your screen colors, device numbers, and tabs as you wish. (These features are discussed later in this chapter.) You can then save your changes as a new printer file on your disk. Follow these steps:

- a. Remove the write-protect tab from your program disk.
- b. Place your program disk in the disk drive.
- c. Now press **CTRL P**. In response to SAVE DEFAULT SETUP?(Y/N), press **Y**.

NOTE: If **PRINTER.DEF** already exists on your disk, you must scratch it from the disk before you can create a new **PRINTER.DEF** file. To do this, press **⌘ 7**. In response to **ENTER DISK COMMAND**, type

```
s0:printer.def
```

Press **RETURN**. This will **SCRATCH** (remove) the file **PRINTER.DEF** from your disk.

- d. Replace the write-protect tab to protect the disk against accidental erasure.

This creates a file on your **WORD WRITER** disk called "**PRINTER.DEF**". This is a special file which also contains your choice of screen colors, tab settings, printer codes, and the device numbers you specified for your data disk, thesaurus, and printer. Each time you load **WORD WRITER**, the program will look in this file for your selections. (We'll tell you more about making these selections later in this chapter.)

7. You will now see the prompt **FLASHING CURSOR? (Y/N)**. The cursor is the small block you will see on the display. All the information you enter into the **WORD WRITER** will be placed where the cursor is located, and the cursor moves as you type. If you want the cursor to blink, press **Y** for yes. If not, press **N** for no.

8. Next you will see **LINE LENGTH?(10-250)**. Enter a number between 10 and 250, then press **RETURN**. Your document will be set up for the line length you have entered. Typically, an 8½" sheet of paper has 80 characters across, but you may want margins on both sides of your text. If you want a 10-character margin on each side of your text, enter 60 for line length, then press **RETURN** (80 characters across, minus 10 each for the two margins). Then use the "Set Margin" command explained in Section V-F-21 to enter your 10-character left margin. (If you press **RETURN** in response to the above prompt, your line length will be set automatically at 60.)

NOTE: If you enter a number longer than 40, you won't be able to view your entire document from right to left as you edit it. (You will have to scroll your screen to see all of your text.) You might want to enter 40 as your line length when you first load the program. After you type in your document, you can change the line length before printing it by inserting a check mark instruction at the top of your document. See Section V-F-21 for information on check mark instructions.

You will now see the **WORD WRITER** display.

B. The WORD WRITER Display

At the top of the display you will see this line:

WORD WRITER

P:01 L:01 C:01

We call this the prompt line. The WORD WRITER continually asks you questions during your use of this program. These questions will always appear in this part of your display. We call these questions, or instructions, “prompts.” On the right side of the prompt line, you will see P:01 L:01 C:01. These numbers will tell you the cursor’s location. For example:

1. P:01 stands for the page number where your cursor is located. You are now on page 1. You can create documents of up to 255 pages with the WORD WRITER.
2. L:01 stands for the line number where your cursor is located. You are now on line 1. There are 58 lines per page. The page will automatically “flip” when you try to type on line 59. When the pages “flip” the border will flash to alert you that your page is full.
3. C:01 stands for the column number. You are now in column 1. The column number is your horizontal position on the display.

C. Changing the Display Colors

Unless you have specified differently in a printer file, each time you load the WORD WRITER, the background will be black and the prompt line and text will be white. You can easily adjust these colors for maximum contrast and eye comfort. To do so, press the **F3** key and use the keys indicated to change the text, prompt, and background colors on your display.

D. Loading the Sample Document

To help you get acquainted with the WORD WRITER, we have placed a sample document on the program disk. To load the sample document, be sure the WORD WRITER program disk is in the disk drive, and that you have loaded the program into your computer. Then press the **F6** key (**SHIFT F5**). You will see this series of questions come up in the prompt area. Respond to them as shown:

Question	Your Response
SAVE OR LOAD?(S/L)	Press L to load.
MERGE OR LOAD?(M/L)	Press L to load.
LOAD ERASES DOCUMENT, ARE YOU SURE?(Y/N)	Press Y for yes.
LOAD FILE NAME?	Type in SAMPLE and press RETURN .

Our sample document will appear on your display. Now let's learn the functions of some important keys you will need to operate WORD WRITER.

NOTE: Use these same simple steps to load the **UPDATE** file from your program disk. This file contains modifications that don't appear in the manual. When asked for a file name, enter **UPDATE**.

E. Important Keys

These keys will help you type and edit your text in the document window:

1. **CTRL** Used to access commands from the keyboard overlay. To use a function, press the **CTRL** key, and at the same time, press any of the keys noted on the keyboard overlay. Also used to return to the main text display after cataloging a disk or after disk error conditions.

NOTE: **CTRL** is generally used for the functions on the top row of the top keyboard overlay. **C** is generally used for the bottom row functions.

2. **SHIFT** Used to type in upper-case letters and other special characters. Also used to access function keys **F2**, **F4**, **F6**, and **F8**. Also used to access special functions listed with the **SHIFT** symbol on the top keyboard overlay.
3. **↑ ↓** Used to move the cursor up and down on the display. Press the **↑ ↓** key to move the cursor down. Press **SHIFT** **↑ ↓** to move the cursor up.

Using the Word Processor

4. ⇌ Used to move the cursor right and left on the display. Press the ⇌ key to move the cursor to the right. Press **SHIFT** ⇌ to move the cursor to the left.

Use these keys to edit text in the prompt area:

5. **CLR/HOME** Moves the cursor to the first character while in the prompt area.
6. **SHIFT**
CLR/HOME Erases the entry in the prompt area.
7. → or ← Move the cursor in the prompt area.
8. **INST/DEL** Deletes a character.
9. **SHIFT**
INST/DEL Inserts a character.

NOTE: When the cursor reaches the edge of the display, the screen automatically scrolls (moves horizontally) to show you the text you want to see.

A NOTE ON WORD WRAP: Word Wrap allows you to type new text into the computer in a continuous stream, with no need to press the **RETURN** key. The Automatic Word Wrap feature will be inoperable when you edit a document (at these times you can use the Format command, discussed in Section V-F-6, to re-align your margins). When you return to the end of your document and resume entering text, Word Wrap will again be operational.

F. Explanation of Functions

This section contains an explanation of each of WORD WRITER's functions in the order that they appear on the keyboard overlays. Try using each function with our sample document. See Section V-D for instructions on loading the sample document.

1. The Tab Key

Press the **Tab** key to move the cursor to tab locations on your screen. These locations are denoted by the small rectangles along the prompt line at the top of your screen, known as the tab line. When you press the tab key, the cursor will move to the column under the next rectangle along the line. See Section V-F-32 for information on setting or clearing tab locations.

2. Deleting a Word, a Return, or to End of Text

Press **CTRL I** to use this function. You will see the prompt WORD RETURN EOT (W/R/E).

Press **W** to delete the word when the cursor is located on the first letter of that word.

To delete the **RETURN** symbol at the end of a line, press **CTRL G** to move the cursor to the end of the line. (See Section V-F-12 for information on this option.) Press **CTRL I**. Then press **R** in response to the prompt. When you eliminate a **RETURN** symbol, the line below may be moved up and merged with the line that contained the symbol.

Press **SHIFT E** to delete all the lines in your document from the cursor location to the end of your text.

3. Setting the Start of Text to Move or Copy

Use this function to move or copy text from one part of your document to another. The cursor must be located in column 1 (C:01) at the extreme left of the line where you want to begin moving/copying. Position your cursor, then press **⌘ I**. You will hear a beep. See Section V-F-5 for an example of the Move/Copy function.

4. Setting the End of Text to Move or Copy

To indicate the end of the block of text you want to move or copy, place the cursor in column 1 (C:01) of the line below your block of text. Then press **⌘ 2**. You will hear a beep. See the next section for an example of using the Move/Copy function.

5. Setting the New Location for Moved or Copied Text

To indicate the new location for your moved or copied text, place the cursor in column 1 of the first line of the new location for your text. Then press **⌘ 3**. You will be asked MOVE OR COPY? (M/C).

Press **M** to MOVE the text. The Move command will delete the text in the previous location.

Press **C** to COPY the text. The Copy command will not delete the text in the previous location.

Example:

With our sample text, let's say you want to move lines 17 through 19 to the top of the text just after the heading.

- a. Use the cursor keys to position the cursor over the letter "T" in "To ease" on line 17 (L:17) in column 1 (C:01). Then press **⌘ 1**.
- b. Next position the cursor over the letter "o" in "operation" on line 20 (L:20) in column 1 (C:01). Then press **⌘ 2**.

- c. Next, position the cursor over the letter “E” in “Even if” on line 8 (L:08) in column 1 (C:01). Then press **⌘** **3**. You will be prompted MOVE OR COPY?(M/C). Press **M** for move. Like magic, your text will be moved. “Copy” works the same way, except your text will not be erased from its original location.

6. The Format Command

As you read before, the Word Wrap function is only operable at the bottom of your document as you enter new text. If you move back up into your document to edit text, Word Wrap will not work. During editing, you may find that the text you type in moves out past the line length you specified.

To re-align your margins, use the Format command, accessed with the **⌘** and **4** keys. Just press these keys, and the computer will re-arrange your edited document so that it conforms to your line length.

If, when you loaded the program, you specified a line length of 40, you may want to re-format your document at a longer line length before printing. To do this, just insert a check mark instruction (discussed in Section V-F-21) at the top of your document and press **⌘** **4** to format it. The computer formats a document from the beginning of the line that contains the cursor.

NOTE: To prevent the computer from running paragraphs together when formatting a document, you must enter a symbol indicating a “hard” **RETURN** on every blank line and check mark line and after every paragraph. To learn more about this powerful feature, see Section V-F-10.

7. The Search Command

The Search command looks through your document for a phrase or word of your choice. The computer will only search for complete words, not fragments. For example, if you tell the computer to search for the word “here”, it will only find “here” in your document. It will not find “there”, “adhere”, or other words that contain characters in your search word.

Example:

In our sample document, we would like to find the word “text”. Press **CTRL 2**. Then in response to **SEARCH FOR?**, type in “text”, then press **RETURN**. The computer searches through the document until it finds the word “text”.

NOTE: Searching always begins from the point where your cursor is located.

8. The Search & Replace Command

The Search & Replace command looks through your document for a phrase or word of your choice and replace it with a word of your choice. The computer will only search for complete words, not fragments. For example, if you tell the computer to search for the word “here”, it will only find “here”. It will not find “there”, “adhere”, or other words that contain characters in your search word.

Example:

In our sample document, we have misspelled the word “system”. Now we would like to correct it. Press **CTRL** **3**. Then, in response to SEARCH FOR?, enter “systtem”. In response to REPLACE WITH?, enter “system”. The computer will automatically search through your document, and whenever it encounters the word “systtem”, the word “system” will replace it.

NOTE: Search and replace always begins from the point where your cursor is located.

9. Inserting a Line

Use the **CTRL** and **4** keys to insert an entire blank line into your text.

Example:

In our sample document, move your cursor to line 16, then press **CTRL** **4**. A blank line will be inserted, and the lines below it will each move down one line.

NOTE: The Insert Line function will only work when your cursor is located in the far left column on the display (column 1 or C:01).

10. Inserting a Hard Return

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. This symbol will tell the computer that whatever text comes after the arrow belongs on the next line of your document.

If you press the **RETURN** key when the cursor is at the end of your document, you will insert a hard return automatically. To insert a hard return elsewhere in your document, move the cursor to the space just to the left of the location for the return. (The **CTRL 6** keys will do this for you automatically.) Then press the **CTRL** and **5** keys. The arrow symbol will appear where the cursor is located. (See the sample document for examples of hard returns.)

Be sure that you have placed a hard return symbol on each blank line and at the end of every paragraph in your document. Also, be sure to place a hard return on every check mark line before formatting a document.

To convert a hard return to a soft return (the computer ignores soft returns when it formats a document), move the cursor to the space at the left of the arrow symbol you want to change, and press **CTRL** **5**. The symbol will be deleted.

11. Highlighting Text

Use this function to highlight text that you want to print in a special way. For example, if you want to type in a book title that you would like to underline in your printed document, just press **⌘** **5**. Then type in the title. You will see each character highlighted on your screen. When you reach the end of the title, press **⌘** **5** again to turn off the highlight feature.

You can also use this feature to highlight existing text in a document. In our sample document, move the cursor to the space at the left of “easily” in line 9. Press **⌘** **5**, and then press the right cursor key (→) until the cursor has moved over all of the characters in “easily”. Press **⌘** again or **RETURN** to turn off the highlight feature.

In addition to highlighting text, you must enter the printer codes for the type face you want to use. See Section V-F-25 and Section IX for information on entering printer codes. When you print your document, the highlighted text will appear in the type face you indicated.

12. Moving to the End of a Line

Use this function to speed the cursor along a line of text. Press **CTRL 6**, and the cursor will move to the end of the line on which it is located. This function is useful when reviewing text.

13. Moving to the Beginning of a Line

Use this function to speed the cursor movement along a line of text in reverse. Press **CTRL 6**, and the cursor will move to the beginning of the line on which it is located.

14. Deleting a Line

Use this function to delete a line or partial line of text. Place the cursor one space to the left of the text you want deleted. Then press **CTRL 7**, and all text on that line to the right of the cursor will be erased.

15. Disk Commands

Disk commands are instructions that you send to your disk drive via your computer. There are a number of disk commands that you can execute with **WORD WRITER**. Below is a list of some of the more common commands and the formats you must enter in order to use these commands.

NOTE: In order to understand disk commands more fully, consult your disk drive user's manual.

NOTE: The 0 in each of the following disk command formats represents a disk drive number. If you are using drive 1 of a dual drive, enter 1 in these formats instead of 0.

The **INITIALIZE** command:

The **INITIALIZE** command resets the internal workings of the disk drive hardware. To execute this command, press the **C** and **I** keys. Then in response to **DISK COMMAND?**, enter "i0" (no quotes). Your disk drive will be initialized.

The **VALIDATE** command:

The **VALIDATE** command tells the drive to remove damaged files and to make sure that the files on your disk are placed close together without excess space in between. This means that any available space on the disk will be placed at the end of the disk, and you will be able to fit more files onto that disk. To validate a disk, press the **C** and **V** keys. Then in response to **DISK COMMAND?**, enter "v0" (no quotes). Your disk will be validated.

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The SCRATCH command:

The SCRATCH command tells your drive to erase a specific file from the disk that is currently in the drive. If you want to scratch a file on a disk, press the **⌘** and **7** keys. Then in response to DISK COMMAND?, enter "s0:" (no quotes) followed by the name of the file you want to scratch. (If you have used the Scratch command on a disk three times, use the Validate command on that disk before scratching another file.)

The NEW command:

Lastly, the NEW command tells the disk drive to completely erase all of the information on the disk currently in your drive. You can then use that blank disk with any program that you like. If you want to erase, or NEW, a disk, press the **⌘** and **7** keys. Then in response to the prompt DISK COMMAND?, enter "n0:" (no quotes) followed by the new name you want to assign to your disk and a two-character identification code that you assign. For example, you might enter

n0: work, 1a

Consult your disk drive manual for more information on this command.

After the disk drive executes your command, you may want to view the disk directory to be certain that your command was executed (see Section V-F-19 for instructions on viewing the disk directory).

16. Restarting WORD WRITER

This function erases the document in your computer and allows you to start a new document. Press **CTRL** **8**. In response to **RESET WORD WRITER?(Y/N)**, press **Y** for yes or **N** for no.

WARNING: This function will erase all the text you have entered into the **WORD WRITER**, so be sure that you have saved all important text on disk.

17. Exiting to BASIC

When you are finished with this program and you wish to go to **BASIC**, press **CTRL** **8** and follow the prompts.

WARNING: This function will erase all text you have entered into the **WORD WRITER**, so be sure that you have saved all important text on disk.

18. Printing a Document

Use this function to print your document. When you press the **CTRL** **9** keys or press **CTRL** **P**, a window with 12 print options will appear on your screen. These options are:

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1	Open 4,4,?	7
2	Multi Copies	N
3	Number Pages	N
4	Justify Text	N
5	Double Space	N
6	Sheet Feed	N
7	Chain Page	N
8	Merge Names	N
9	Normal ASCII	N
0	1526/MPS802	N
A	Linefeed	N
F1	Print Preview	

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

Following is a discussion of each of these options and instructions for choosing the settings for each. When you are satisfied with the setting for all 12 options, press **RETURN** to print your document. At that time, you may see prompts that ask for information related to your choices for the options. After you enter your responses to those prompts, your document will be printed. (The printer starts printing from the current cursor location.) To stop the printer at any time, press the **RUN/STOP** key.

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Now let's take a look at each of these options:

- 1) **OPEN 4, 4, ?** – Use option 1 to set 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 table below 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 interface 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).

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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 interface 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 interface 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 man- ual).
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.

To change the secondary address in the Print window, press **7**. The number 7 on the right side of the window will change to 8. Keep pressing the **7** key until the number you want appears in the window. You have a choice of numbers from 0 to 9. **COMMODORE PRINTER OWNERS:** Do not change this option.

NOTE – USING THE COMMODORE MPS1000 PRINTER: WORD WRITER only supports the MPS1000 printer in IBM mode. At the Print window, press **C** for the option OPEN 4,4,?. This sets the correct secondary address for the MPS1000 printer. Press **Y** to select yes for NORMAL ASCII. Press **A** to set LINEFEED at Y for the Commodore serial cable. Dip switches 1 and 3 should be on and all others should be off.

- 2) **MULTI COPIES** – Use this option to tell the computer how many copies of your document you want to print. To print more than 1 copy, press the number **2** and the N on the right side of the window will change to Y for yes. At printout time, you will see the prompt NUMBER OF COPIES? (1-99). Enter the number you want to print, and press **RETURN** to print your document.

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- 3) **NUMBER PAGES** – If you want the printer to number the pages of your document, press **3**, and the N across from this option will change to Y. At printout time, you will see the prompt **NUMBER PAGES STARTING AT? (1-250)**. Enter a number between 1 and 250 and press **RETURN** to begin printing your document.

- 4) **JUSTIFY TEXT** – Use this function to align your text along the right margin of your document. Text in a justified document appears with a straight margin on the right side instead of a jagged margin. All text in the document, including indented material, will be justified when you use this option. To justify your text, press **4**, and the N across from this option will change to Y for yes. Your document will be justified at printout time.

NOTE: To keep portions of your document from being justified at printout time, use the check mark. Just place the cursor in the line above the text that you don't want justified. Press **CTRL 4**, and then press **☒** **+**. The check mark will appear on your screen. Then enter 80 for your left margin and press **CTRL 5** to enter a hard return. (The 80 is only a code that turns off justification.) To turn on the justification feature again, move the cursor to the line beneath this block of text. Enter a check mark followed by 80 again. At printout time, the block you have delineated will not be justified.

- 5) **DOUBLE SPACE** – To double-space your document, press **5**, and the N across from this option will change to Y. If you do not double-space your document, it will be single-spaced when it is printed.

- 6) **SHEET FEED** – If you are using a printer with single sheet friction feed, set this option for yes. If you are using the more common traction feed printer, leave this option set for no. To change the setting, press **6**, and the N will change to Y for yes.

- 7) **CHAIN PAGE** – If your document is too large to be stored in one file on your disk (more than 10 pages), you can store it in separate files and print it out later using this page chaining option. The printer will print each section of your document and number the pages consecutively.

To use this option, load the first section of your document into the computer. Then call up the Print window by pressing **CTRL 9**. When the window appears, press **7**, and the N across from the “Chain Page” option will change to Y for yes. Set any of the other options you choose. (You may want to set option 3, “Number Pages”, at Y for yes so your pages will be numbered.) Now press **RETURN** to print the first section of the document. When the printer is finished with the first section, load in the second section and have it printed. Continue this process until all of the sections of your document have been printed. If option 3 is set at Y for yes, the pages will be numbered consecutively. You will be able to print up to 250 pages using this technique.

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- 8) **MERGE NAMES** – To print out form letters using an address list stored on disk, press **8**, and the N will change to Y for yes. (See Section VII-B for information on creating an address list.) When you press **RETURN** to print, you'll be asked to enter the file name of your address list.

NOTE: To use the "Merge Names" option, you must set option 2, "Multi Copies", at N for no, and you must set option 5, "Double Space" at N for no. If you want your pages numbered, enter 1 as your first number. If you do not perform these steps, the "Merge Names" option will not work.

- 9) **NORMAL ASCII** – If your printer requires normal ASCII characters, you must set this option for yes. (For more information on ASCII characters and your printer, consult your printer manual.) To set this option, press **9**, and the N across from the option will change to Y for yes. If you are using a Commodore printer, leave this option set at N for no.

NOTE: If you are using a non-Commodore printer, you may want to set your interface to the “transparent” mode and set option 9 on the Print window, “Normal ASCII”, at Y for yes. This will help you bypass any possible interfacing problems. (See your interface manual for more information on the “transparent” mode.)

- 0) 1526/MPS802 – If you are using a Commodore 1526 or MPS802 printer, you can underline text in your document by pressing **U** for this option. To use inverse print or expanded print on your Commodore printer, press **N** for no. Then enter the codes for one of these options using a check mark. (Entering printer codes is discussed in Section V-F-25 and in Section IX.) If you are not using a Commodore 1526 or MPS802 printer, press **N** for this option.
- A) LINEFEED – If your printer requires linefeeds, press **A** to change this option from N to Y for yes. See your printer manual for information on linefeeds.

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F1) PRINT PREVIEW – Use this function to view your document on the screen exactly as it will be printed on your printer. Press **F1** while the Print window is on your screen. The first 80 columns of your text will be displayed, including the left and right margins. Any text that you have highlighted and assigned to printer code 1 (see page 49 for information on entering printer codes) will be underlined on your screen. All other text that you have assigned to other printer codes will appear highlighted on your screen. To pause the Print Preview mode, press the **SPACE BAR**. Then press any other key to start again. To exit this mode, press **RUN/STOP**. You will exit to your document.

NOTE: The Print Preview mode requires 11K of free memory. If you do not have enough memory available, this mode will not work.

NOTE: If your printer stops printing in the middle of a document and the cursor appears in the upper left corner of your screen, the printer has probably come across an invalid printer code (a number greater than 255). Enter the correct code using the instructions in Section V-5-25 or simply press **RETURN**, and the printer will continue. Before you print another document, enter the correct code.

19. Viewing the Disk Directory

Use this function to display a list of documents on your data disk. This comes in handy when you are trying to find a document on your disk. To use this function, put the disk you would like to view in your disk drive, and press **CTRL 0** or **⌘ V**. Your text will disappear from the display and you'll see the directory. Press the **RUN STOP** key to stop the scrolling action on your screen. Press **CTRL** to return to your document.

If you are using a dual disk drive and request a disk directory, you will see the directory for the disk in drive 0. To see the directory for the disk in drive 1, press **⌘ D** and enter 1. Then press **CTRL 0** to view the directory. To reverse this selection, press **⌘ D** again and enter 0.

20. Centering Text

Use this function to automatically center words or groups of words in your text. To use this function, type the text to be centered on the display, beginning in the far left column (column 1). Then place the cursor in column 1 and press **SHIFT +**. The text on the line will move automatically to the center of the line length you specified when you loaded the program.

NOTE: Be sure there are no spaces after the text you want to center, because they will be taken into account when WORD WRITER centers your text. To clear any spaces trailing after your text, press **RETURN** on the line.

21. Setting Margins

Use this function to set the left margin for your document. When you press the **C** and **+** keys (be sure the cursor is in column 1 before pressing these keys), a check mark (✓) will appear on your screen in column 1. Next to the check mark, enter the number of spaces you want for the left margin (a number from 01 and 99 — you must use double-digit numbers). For example, if you enter 10, your printed document will have a 10-space margin on the left side.

After the number representing the left margin, enter a comma followed by the number of characters you want for a line length. Enter a number from 10 to 250. For example, if the paper you will be printing on is 80 characters across, you may want to use a 60-character line length.

If you entered 10 for your left margin and 60 for your line length, your indent instructions would 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.)

If you changed your indent instructions from \swarrow 10,60 to \swarrow 50,30 and reformatted the text (see Section V-F-6 for more information on the Format command), your document would look quite different from the one described above. If you are using a typical 80-column printer, your text that was once centered with a 10-space left margin and 60-character line length is now only 30 characters wide with a 50-space left margin.

You can use the check mark line anywhere in your document to indent specific portions of text. It is a good idea to use the check mark to indent text rather than indent sections manually. The check mark lines will not appear in the final printout, and the line counter at the top of your screen (L:01) does not count check mark lines. This is a very powerful function and you should experiment with it until you feel comfortable.

NOTE: Remember to use the Format command to re-format your text after you enter a check mark margin instruction. See Section V-F-6 for information on the Format command.

22. The Escape Function

Sometimes, as you enter responses to WORD WRITER prompts, you may want to discontinue use of a function. To escape back to the regular text entry mode, press **ESC**, and the function will be discontinued. (You can also escape by pressing the **RUN/STOP** key.)

23. The End of Record Indicator

This function, accessed on the **SHIFT** **—** keys, is used when you type in addresses to be merged with a letter at printout time. See Section VII-B for information on creating address lists.

24. Right Justifying Text

Use this function to line up words or groups of words at the right margin in your text. This process is called “right justification.” You can also use this function to justify headings in your text. Type in your text beginning in column 1. Then place the cursor in column 1 and press **SHIFT** **↵**. The text on the line will move automatically to the right of the display.

NOTE: Be sure there are no spaces after the text to be justified, because they will be taken into account when the **WORD WRITER** justifies your text. To be sure there aren't any spaces after your text, press **RETURN** on the line.

25. Setting Printer Codes

WORD WRITER can now be customized with five printer codes which can be preset. To view these codes, press **G** **↵**. You will see a window containing 10 lines. The first line will be copied to the prompt area of your display, and your cursor will be on the right edge of the text.

Along the left edge of the window you will see the characters C1, C2, C3, C4, and C5. Beside each of these, there might be a corresponding “ON” code (up to 6 numbers separated by commas). For example, to make code 1 underlining for an Epson printer, you would enter the following:

```
C1 27,45,1  
    27,45,0
```

The second line is the “OFF” code for code 1.

To change a code, move the cursor (using the ↑ and ↓ keys) to the code you want to change. Then use your prompt area editing keys to edit the code. When the code is correct for your printer, press **RETURN**. Press **RUN/STOP** to return to your document after you have changed your codes.

To use these codes in your document, highlight the text to be affected (see page 32 of your manual) and position the cursor in a line above the highlighted text. Press **CTRL 4** to insert a new line, and then press **☐ +** to enter a check mark. Now enter the code specifying how you want the highlighted text to be printed.

For example, if you have an Epson printer, code 1 (✓c1) would appear underlined on your printed page. You can enter another check mark and change the code you are using at any time. You can also enter multiple (up to four) codes on one check mark line.

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For example, let's say you are using an Epson printer. You have highlighted three different words in a sentence, and you want the first word printed in boldface, the second in italics, and the third in subscript. You would enter the following check mark line:

✓c2,c3,c4

The words in your sentence would remain highlighted on your screen. However, when you print this text, the first highlighted word in your sentence would appear in the typeface for code 2 (**boldface**), the second would appear in code 3 (*italics*), and the third would appear in code 4 (_{subscript}). Unless you enter another code after this text to specify another type face, code 4 will remain in effect for all subsequent highlighted text.

WORD WRITER will default to code 1 if you highlight text but do not enter any check mark line. You can also enter your codes directly into the check mark line. Just press the **⌘** and **+** keys to enter a check mark. Then enter your margin and line length information. Your line might look like this:

✓10,60

Now enter a comma after your line length number (60 in the above example) and begin entering your printer codes. For example, if you entered the codes to underline on a Star printer, your line would look like this:

✓10,60,27,45,1,255,27,45,0,255

You can enter up to 10 numbers for the beginning sequence and 10 for the ending sequence. Each sequence must end with the number 255. This feature allows you to vary type faces throughout your documents.

26. Moving to the Top of a Page


Press **CLR/HOME**, and the cursor will move automatically to the upper-left corner of the display.

27. Moving to the Top of a Document

Press **SHIFT CLR/HOME** and the cursor will move to the top of the entire document.

IMPORTANT NOTE: If the word processor ever “acts up” (unusual text movement), use this function to reset your document. The text you have entered will not be harmed.

28. Moving to the End of Your Text

To move to the end of your document quickly, press the **CTRL**  keys. The cursor will appear at the end of your text.

29. Deleting Characters

Press the **INST/DEL** key, and the character directly to the left of the cursor will be erased.

30. Inserting Characters

Press **SHIFT** and **INST/DEL**, and the character under the cursor will move one space to the right. A blank space will be inserted where the cursor is located. You can then enter your new text into the blank spaces, as usual.

Press **↵** to move into the Insert Mode. The letters **INS** will appear in the prompt line. Now each time you enter a character, all of the characters to the right of the cursor will be moved over one space. To turn off the Insert Mode, press **↵** again.

31. The Tab Key

The **F1** key does the same thing as the ← key. It simply advances the cursor to the next tab position.

32. Setting or Clearing Tab Locations

Use this function to set and clear tab locations. You can use up to 200 locations at one time. To set a new tab location, move the cursor to the column on the display where you want the tab to be located, and press **F2** (**SHIFT F1**). A small rectangle will appear at the top of the column along the prompt line. (The row of rectangles that denote tabs is called the tab line.)

If you want to clear a tab setting, move the cursor to that tab location and press **F2**. The rectangle denoting that tab will be erased from the tab line and the tab will be cleared from the computer's memory.

33. Selecting Display Colors

To change the colors of your display, press the **F3** key. Then use the keys indicated to change the text, prompt, and background colors on your display.

34. Saving, Loading, or Merging Text

Use this function to save your information on disk, to recall (load) information from disk, or to append new information to what you have in your computer. To use any of these functions, press **F6** (**SHIFT F5**) or **C L**.

- a. To save your document on disk (be sure that your data disk is in the disk drive), press **S** in response to **SAVE OR LOAD? (S/L)**. Next, if the cursor is not located at the top of your document, you will see the prompt **FROM CURSOR? (Y/N)**. Press **Y** if you only want to save text from the cursor to the end of the document, but press **N** if you want to save the entire document. Finally, in response to **SAVE FILE NAME?**, type in the name of the text file you want to save. Unless an error occurs, you should see **00, 0K, 00, 00** in the prompt line, meaning that your document has been saved.

When saving a document, remember these important points:

- To guard against losing information due to hardware problems, save your document at one- or two-page intervals.

Using the Word Processor

- You cannot save a document under a name that already exists on your data disk. For example, if you load a file named DOCUMENT into the computer from your data disk and then make changes, you will have to save that modified file under a new name, such as DOCUMENT2. If you try to save a file under a name that you've already used, you will see a warning message on your screen. (See Section V-F-15 for information on the Scratch command, which allows you to erase old files from a disk.)
- If a problem occurs while you are saving or loading a file, an error code will appear at the top of your display. See your disk drive manual for an explanation of error codes.
- After saving a file, take a look at directory of your data disk (see Section V-F-19 for information on viewing the disk directory). If the name of the file you just saved appears with the notation “*SEQ” after it, you will know that your file was only partially stored on your disk, and WORD WRITER will not allow you to view a partial, or “open” file. When this happens, use the Validate command (discussed in Section V-F-15). This will erase the open file. Then try to re-save the file on your disk. If you still experience a problem, save the file on another data disk.

- b. To load a file (loading will recall a file from your disk), press **L** in response to SAVE OR LOAD?(S/L). You will then see the prompt MERGE OR LOAD?(M/L). Press **L** to load. You will then see the prompt LOAD ERASES DOCUMENT, ARE YOU SURE?(Y/N). If you answer **N**, the document in your computer will be erased, so be certain you have saved it or that you no longer need it. Finally, when you see the prompt LOAD FILE NAME?, type in the name of the text file you want to load. The file will appear on your display after a few moments.

NOTE: Be sure to save the document that is currently in your computer's memory onto your data disk before loading a new file into the computer. The document in your computer will be erased, so be certain you have saved it or that you no longer need it.

- c. To merge new text with old, press **L** in response to SAVE OR LOAD?(S/L). Then press **M** in response to MERGE OR LOAD?(M/L). This will add new information to the end of what is now in the computer. Finally, when you see the prompt LOAD FILE NAME?, type in the name of the new file that you want to append to the one on your display. The new file will appear at the end of the one currently in your computer.

35. Moving to the Top of the Next Page

This function moves your cursor to the top of the next page. To use this function, press **F7**. The cursor will move to the top of the next page if you have any text there. If there is no page, nothing will happen.

36. Moving to the Top of the Previous Page

This function moves your cursor to the top of the previous page. To use this function, press **F8** or **SHIFT F7**. The cursor will move to the top of the previous page if you have any text there. If there is no previous page, nothing will happen.

37. Fast Cursor Movement

To move the cursor down through your document quickly, press the **C Z** keys. To move the cursor up quickly, press **C A**. To make this movement continuous when you press these keys, be sure that the repeat function is on (see Section V-F-42).

38. Entering a “Global” Printer Code

Press **⌘ C** to send a “global” printer code for the entire document (for example, if you want to print the whole document in italics). Note that this does not affect other printer codes. In effect, this function gives you direct access to your printer. To tell the printer that you want your whole document printed in a special typeface, simply press **⌘ C**. You will see the prompt **ENTER PRINTER CODES**. Enter the codes for the typeface you want to use. You can enter up to 9 codes. When you have entered the last code, press **RETURN** to tell the computer you have finished. For example, to print in emphasized type on a Star SG10, you would type

```
27 RETURN  
69 RETURN  
RETURN
```

To erase the codes from the computer’s memory after you have finished printing, turn your printer off and then on again.

39. Specifying Device Numbers for Disk Drives and Printers

WORD WRITER allows you to specify the drive that contains your data disk, the drive that contains your Thesaurus or Spell Checker dictionary, and the printer that you are using. To specify these device numbers, press **⌘ D** at the same time. You will see the prompt **DATA DEVICE?(8/9)**. Enter the number of the disk drive you want to use for your data disk. (If you do not know the number of your drive, consult your drive manual.)

Next you will be asked to enter the number of the device that contains your Thesaurus/dictionary disk. If you are using one drive, enter the same number you entered for the first prompt. If you are using two drives, enter a different number for each prompt. Lastly, you will be asked to enter the device number for your printer. Enter either 4 or 5. The program assumes your printer is a device 4 unless you tell it otherwise. (If you have two printers connected to your system, and you want to use the second printer, enter a 5 here.) This feature is not available in the Outliner.

40. Changing the 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. If you are using paper of a different size, you will now be able to reset this print option. To do this, press the **C** and **N** keys at the same time. When you see the prompt PAGE LENGTH? (4-248), enter an even number from 4 to 248.

You must enter an even number. Your new page length will be stored in the computer's memory. Notice that the page breaks will also be adjusted on your screen.

41. Checking the Memory

Press **⌘ M** while you are in the input mode to find out how much memory is left for data storage.

42. Repeating Keys

When you load WORD WRITER, any key you press will repeat on your screen as long as you press that key. To turn off the repeat function, press **⌘ R**. To turn this function on again, press **⌘ R** again.

43. Quick Keys

WORD WRITER includes several special key combinations that will help you get your work done faster:

Quick Keys	Standard Keys	Function
⌘ L	F6	Load a file
⌘ P	CTRL 9	Print a document
⌘ Q	⌘ 8	Quit
⌘ S	F6	Save a file
⌘ V	CTRL 0	View the disk directory

VI. WORD WRITER's Advanced Features

A. The Thesaurus

WORD WRITER 64 includes an integrated Thesaurus that offers you the synonyms for over 60,000 words. The Thesaurus program is installed in the computer automatically when you load WORD WRITER, and it is available to you at the press of a key.

The Thesaurus is located on the Thesaurus disk that you will find in your WORD WRITER 64 package. This disk must be in the disk drive for the Thesaurus to work properly.

NOTE: If you have a program capable of copying a full disk, make a backup copy of your Thesaurus disk before going any further.

To use the Thesaurus, just follow these steps:

1. Insert your Thesaurus disk into your disk drive.
2. Move the cursor to any character in the word you want to replace in your document. You can also place the cursor in the space after this word. Then press **⌘ I**.

WORD WRITER's Advanced Features

3. At the top of your display you will see the word you selected. You now have three options: 1) you can alter the word, 2) you can press **SHIFT CLR/HOME** and then press **RETURN** to return to your document, or 3) you can press **RETURN** and the computer will begin searching for your word in the Thesaurus. If the computer finds your word, it will load lists of synonyms, presented in groups called "clusters", for your word. This may take up to a minute.
4. Note how each synonym is numbered. In addition, each cluster is numbered. You will see the number of the cluster currently on your screen as well as the number of clusters for your word. To view the other clusters (if there are any), press the \uparrow or \downarrow keys.

If you do not want to replace your word with one of the selections, press **RETURN**. You will return to your unchanged document.

To replace your word with one of the Thesaurus words, enter the corresponding number and press **RETURN**. The Thesaurus window will disappear from the display and the new word will be substituted in your document.

NOTE: The Thesaurus requires approximately 6K of memory, which is about three pages of text. You can check how much memory you have left by pressing **G M**.

B. The Outliner

Remember how much you hated writing outlines when you were in school? WORD WRITER makes this task a snap with an outlining feature which allows you to produce detailed outlines of your document. You can then edit these outlines until they suit your exact needs.

1. Creating an Outline

WORD WRITER offers you five levels for your outlines:

- 1 I. to XXVII.
- 2 A. to Z.
- 3 1. to 99.
- 4 a. to z.
- 5 1) to 99)

In outline form, these five levels would look like this:

- I. Main Topic
 - A. Subtopic
 - 1. Subheading
 - a. Breakdown of the subheading
 - 1) Further breakdown of the subheading

To create your own outline, press **⌘** **O**, then press **Y** to enter the Outline Mode. When you enter the Outliner, the WORD WRITER document that's in memory will be erased, but you will first be given an opportunity to save your document. Press **Y** if you need to do so, or **N** to go directly into the Outliner.

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The tab positions in the Outliner are preset at columns 2, 8, 11, 14, 17, and 20. Each of these tab locations represents an outline level.

2. Indexing the Outline

The Outliner automatically indexes letters and numbers for you. Just press the **TAB** key or **F1** key until the cursor is at the proper location for the level you want to enter. Listed below are the cursor positions for each of the outline levels:

Cursor Location	1-6	7-9	10-12	13-15	16-20
Outline Level	1	2	3	4	5

Now press **Ctrl** **]**, and the letter or number (also called "indexes") that corresponds to this tab position will appear on your display. Next, enter the heading for this level of your outline. If you pass up a tab position, just press **Ctrl** **[** to move to the beginning of the line, and follow the procedure described above.

NOTE: If WORD WRITER finds an index out of place, two asterisks (**) will appear next to it, indicating that there is an invalid level on this line. If you place two asterisks at the beginning of the line, the Outliner will not alter that line.

Continue tabbing to other positions and entering your outline indexes by pressing **⌘ I** (you can also enter your outline indexes manually) until your outline looks something like this:

- I. Main Topic
 - A. Subtopic
 - B. Subtopic
- II. Second Main Topic
 - A. Subtopic
 - B. Subtopic
 - C. Subtopic
 - 1. Subheading
 - 2. Subheading

To modify your outline, use the editing keys discussed in the Facts at Your Fingertips section of your manual.

3. Formatting an Existing Outline

After deleting, adding, or moving lines in an outline, you may find that some of your indexes are wrong or out of place. You can re-index your outline by pressing either **⌘ 4** or **⌘ F**. (For this option to work properly, each line of your outline must be in its proper location.)

Let's see how it works. Delete line II-B from your sample outline (by moving the cursor to the first column in that line and pressing **CTRL 7**), so it looks like this:

WORD WRITER's Advanced Features

- I. Main Topic
 - A. Subtopic
 - B. Subtopic
- II. Second Main Topic
 - A. Subtopic
 - C. Subtopic
 - 1. Subheading
 - 2. Subheading

Now press **⌘ F** (or **⌘ 4**). (There's no need to move the cursor first.) Your outline is automatically reindexed, so that all indexes are now correct. This feature will also work if you have more than one index that needs to be corrected.

4. Shifting Part of the Outline Down One Level

The "Down Level" (**⌘ D**) moves an outline heading and all of its subordinate headings down one outline level. You might find this a bit confusing, so let's take a look at an example. Start with the outline shown below.

- I. Main Topic
 - A. Subtopic
 - B. Subtopic
- II. Second Main Topic
 - A. Subtopic
 - B. Subtopic
 - C. Subtopic

WORD WRITER's Advanced Features

1. Subheading
2. Subheading
- III. Third Main Topic
 - A. Subtopic
 1. Subheading
 2. Subheading
 3. Subheading
 - B. Subtopic

Let's say you decide that Main Topic III is not strong enough to be a separate section. Instead, it's actually another subtopic of Main Topic II. You can press **⌘** **D** to move Topic III and all of its related subtopics and subheadings under Topic II. Topic III would then become Subtopic D under Topic II.

To make this move, position the cursor on the line that contains Topic III. Then press **⌘** **D** to select the "Down Level" option. Your outline would now look like this:

- I. Main Topic
 - A. Subtopic
 - B. Subtopic
- II. Second Main Topic
 - A. Subtopic
 - B. Subtopic
 - C. Subtopic
 1. Subheading
 2. Subheading
 - D. Third Main Topic
 1. Subtopic
 - a. Subheading
 - b. Subheading
 - c. Subheading
 2. Subtopic

WORD WRITER's Advanced Features

The Third Main Topic is actually now a Subtopic (since it now falls under the Second Main Topic), Subtopic D.1. is now a Subheading, and so on. To better understand what you just did, change your headings so that your outline now looks like this:

- I. Main Topic
 - A. Subtopic
 - B. Subtopic
- II. Second Main Topic
 - A. Subtopic
 - B. Subtopic
 - C. Subtopic
 - 1. Subheading
 - 2. Subheading
 - D. Subtopic
 - 1. Subheading
 - a. Breakdown of the subheading
 - b. Breakdown of the subheading
 - c. Breakdown of the subheading
 - 2. Subheading

NOTE: The “Down Level” option will not work on level 5 headings. Also, you may need to format your outline whenever you use the “Down Level” option.

5. Shifting Part of the Outline Up One Level

This option is the opposite of the “Down Level” option – it shifts part of the outline up to the next level. (Obviously, it will not work on level 1 – Main Topic – headings.) To shift part of the outline up one level, press **⌘ U**. Remember to format your outline after using this option.

6. Editing Your Outline

Edit your outline the same way you would any WORD WRITER document. See Section XI of your manual to review the editing keys.

7. Saving/Loading an Outline

Saving or loading an Outline is the same as saving or loading a WORD WRITER document. To save an outline, place your data disk in the disk drive, and press **Ctrl S** (or **F6**). Follow the prompts, pressing **Y** if you only want to save the part of your outline that's after the cursor, or **N** to save the whole outline. Then type in a file name for your outline. Unless an error occurs, you should see 00, 0K, 00, 00 in the prompt line, meaning that your document has been saved.

To load an outline that you saved previously, press **Ctrl L** (or **F6**), follow the prompts, then enter the file name of your outline.

8. Exiting the Outliner

To exit the Outliner, press **Ctrl O**, and then press **Y**. This will return you to WORD WRITER, with your outline still in memory just like a regular WORD WRITER document.

C. The Spell Checker

NOTE: The 26 files of the Spell Checker dictionary are located on the back of your program disk. It is a good idea to make a backup copy of these files on a separate data disk. Use any program that is capable of copying the dictionary.

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

The WORD WRITER includes the Spell Checker, an 85,000-word spelling checker which will read through your document for misspelled words and flag them so you can correct them. You can also enter your own dictionaries filled with lists of words which are not included in the WORD WRITER's dictionary. These lists are called "sub-dictionaries".

The WORD WRITER includes the Spell Checker, an 85,000-word spelling checker which will read through your document for misspelled words and flag them so you can correct them. You can also enter your own dictionaries filled with lists of words which are not included in the WORD WRITER's dictionary. These lists are called "sub-dictionaries".

To use the Spell Checker, load the document to be checked into the WORD WRITER, and select the "Check Spelling" menu option by pressing the **F4** key or **SHIFT F3**. Then follow these steps:

WORD WRITER's Advanced Features

1. Checking Your Spelling Against the Dictionary
 - a. 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 all at one time. If your document is too long (more than approximately 10 pages), you will be notified.

NOTE: The computer can only check spelling in documents of approximately 10 pages. If your document is too long, the computer will tell you so. To check spelling in a document of more than 10 pages, you must save parts of the document under different file names and perform a spelling check on each of the smaller segments of the original document.

It is wise to limit the size of your documents to less than 10 pages. At printout time you will be able to use the WORD WRITER's document chaining ability to print out your document as one continuous manuscript.

- b. The computer will then sort the words of your document into alphabetical order. During the sorting process, the computer will eliminate duplicate words, so the list will contain only one of each word, but your document will remain intact. The list will then appear on your screen, and you will be prompted to insert your dictionary disk in the disk drive so that the computer can read the Spell Checker dictionary. Then press **RETURN**.

- c. The computer will begin checking the spelling in your document against your copy of the WORD WRITER's dictionary. The words of the dictionary will appear in alphabetical order at the top of your screen as the computer completes this process. (This will be your indicator of the progress of the spelling check.) When the computer matches a word from your document with a word in the WORD WRITER's Spell Checker dictionary, that word will be deleted from the sorted list on your screen.

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.

2. Checking Your Spelling Against a Sub-Dictionary

- a. When the computer is finished checking your document against the Spell Checker dictionary, the list of words on your screen will be reduced to only those that were not found in the Spell Checker dictionary. These words are called "suspect" words. You will now be asked if you are using a sub-dictionary.

What is a sub-dictionary?

WORD WRITER's Advanced Features

A sub-dictionary is a list of up to 3,000 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. Be sure that you spell each word correctly. You can add to your sub-dictionary at any time, just as you would add text or edit any of your other documents. A typical word list would look like this on your display:

```
subd
Timeworks
Word Writer
Swiftax
Swiftcalc
```

NOTE: You must enter the word "subd" as the first word in your sub-dictionary.

NOTE: If a sub-dictionary is not in alphabetical order, a large sub-dictionary could slow down the computer when it is performing a spelling check. To put your sub-dictionary in alphabetical order and thus eliminate this problem, perform a spelling check on the sub-dictionary. The computer will then sort your sub-dictionary words into alphabetical order and delete duplicates and words that may already appear in the WORD WRITER's Spell Checker dictionary. You will then be given an opportunity to save your sorted sub-dictionary as a list of "suspect" words. Continue following these instructions to perform a spelling check on your sub-dictionary.

After entering words in your sub-dictionary, you must save it on your data disk using the same procedure as you would to save other documents. You can name your sub-dictionary anything you choose. (See Section V-F-34 of your user's manual for information on saving documents.)

You can load your sub-dictionary into the computer from your data disk any time you want to add or edit words. If you make changes to your sub-dictionary, remember to save it on your disk under a new name because your disk drive will not overwrite an existing file on your disk. (You can also use the Scratch command to erase the old file before saving the new file on your disk. See Section V-F-15 for information on disk commands.)

WORD WRITER's Advanced Features

- b. If you are not using a sub-dictionary, respond to the prompt USING A SUBDICTIONARY? (Y/N) with an **N** for no. If you are using a sub-dictionary, respond with a **Y** for yes, and follow the computer's instructions to load your sub-dictionary into the computer.
- c. The computer will begin checking your spelling against your sub-dictionary. The words of the sub-dictionary will appear at the top of your screen as the computer completes the process. When the computer finds a word from your document in the sub-dictionary, that word will be deleted from the sorted list on your screen.

3. Correcting Your Misspelled Words

- a. When the computer is finished checking your document against both the WORD WRITER Spell Checker dictionary and your sub-dictionary, you will see the prompt:

F1:REPLACE WORD F3:NEXT WORD F8:EXIT

Now the computer will begin displaying the words that are either spelled incorrectly or that simply did not appear in either dictionary.

NOTE: The computer assumes that those words that do not appear in either dictionary are misspelled, even though they may be spelled correctly. These words are called "suspect" words.

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The computer will start at the top of the document and stop at each word that was either misspelled or not found in the dictionaries. The word will be highlighted in your document and the word will appear on the prompt line.

- b. You now have three choices:
 - 1) 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 **F3** key to continue checking other words in your document.
 - 2) If the word is obviously misspelled and you would like to enter the correct spelling (you may need to refer to a good old-fashioned dictionary if you are not sure of the spelling), press the **F1** key. A cursor will appear after the word in the prompt line. You may edit the word by using the backspace key to erase incorrect characters and then typing in the correct characters. When you are satisfied that the word is correct, press the **RETURN** key. The incorrect spelling in your document will be replaced automatically with the edited word from the prompt line.
 - 3) To exit the Spell Checker before you are done looking at the misspelled words, press the **F8** key. You will be asked to confirm that you want to leave the Spell Checker. If you press **N**, you can continue looking at your misspelled words. If you press **Y**, you will be given an opportunity to save the suspect words.

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4. Saving the Suspect Word List

- a. When you have corrected all of the misspellings in your document, or you have pressed the **F8** key to exit the Spell Checker, you will see the following prompt:

SAVE SUSPECT WORDS?(Y/N)

Now you will have a chance to save the list of words that the computer found as misspelled words in your document. You might want to do this if the words were not really misspelled but instead were not included in the WORD WRITER dictionary. You can load this word list into the WORD WRITER as a document and view it at a later time, or you can save this list and use it as a sub-dictionary when checking other documents. Press **Y** to save the suspect word list. If you press **N**, you will return to the text entry mode.

- b. If you press **Y**, the word list will appear on your display. You may now edit it by using any of WORD WRITER's functions. When you are satisfied with the word list, you can save it on a disk to use later.

To save the suspect word list, press **SHIFT F5**. Be sure your data disk is in the disk drive. When you see the prompt SAVE OR LOAD? (S/L), press **S**. Then press **N** in response to SAVE FROM CURSOR? (Y/N). In response to the prompt SAVE FILE NAME?, enter a name for your file, press **RETURN**, and the list will be saved on the disk in your drive.

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If you have previously saved a sub-dictionary file on your disk, and you wish to add the suspect word list to that file, follow these steps:

- 1) Press **Y** to the SAVE SUSPECT WORDS? prompt. When the list of suspect words appears on your screen, place the data disk containing your current sub-dictionary in your disk drive.
- 2) To load your current sub-dictionary into the computer and merge it with your suspect word list, press the **SHIFT** and **F5** keys. When you see the prompt SAVE OR LOAD? (S/L), press **L** for load. Then enter the file name of your sub-dictionary, which will be loaded into your computer and appended to the end of your suspect word list.
- 3) Now you must save this new file onto your data disk, but your disk drive will not overwrite a file on a disk. Either save your file under a new name or erase the first one from the disk using the Scratch command. (The Scratch command is discussed in Section V-F-15.) Then save your new sub-dictionary under the name of the scratched file.

When you are finished saving your suspect word list, press the **F4** key (**SHIFT F3**) to return to the text entry mode.

D. The Built-In Calculator

WORD WRITER has a built-in calculator which will help you perform quick calculations on numerical data as you are entering a document into the word processor. Just press the **F5** key, and the calculator will appear on the screen.

Enter your numbers just as you would with a standard calculator. As you type them in 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

: CHANGE SIGN (makes a positive number negative or vice versa)

To enter a calculation into the calculator, press the **F5** key. When the calculator appears on your screen, enter the first number of the equation. Then press the key for the sign you want to use (for example, if you are performing an addition problem, press the **+** key). Then enter the second number of your equation, and press the **=** key. The answer to your mathematical problem will appear in the window of your calculator.

WORD WRITER's Advanced Features

If you want to enter this answer in the document currently in the computer's memory, press the **F7** key immediately after pressing the **=** key. The answer will appear in your document wherever the cursor is located.

Here are some examples for using the calculator.

1. Addition: $10.3 + 12.5 + 11.8$

To solve this problem, enter 10.3 in your calculator and press +. Then enter 12.5 and press + again. Lastly, enter 11.8 and press =. The answer, 34.6, will appear in the calculator window.

2. Subtraction: $34 - 23.2$

To solve this problem, enter 34 in your calculator and press -. Then enter 23.2 and press =. The answer, 10.8, will appear in the calculator window.

3. Multiplication: $220 * 42 * 2$

First enter the number 220 in the calculator and press *. Then enter 42 and press * again. Lastly, enter 2 and press =. The answer, 18,480, will appear in the calculator window.

4. Division: $234 / 32$

First enter the number 234 in the calculator and press the / sign. Then enter 32 and press =. The answer, 7.3125, will appear in the calculator window.

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5. Raise to a Power: $2 \uparrow 2$

To solve this problem, enter the number 2 in the calculator and press the \uparrow key (near the upper right corner of the keyboard). Then press 2 and the = sign. The answer, 4, will appear in the calculator window.

6. Changing a Sign

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

If you enter an equation with more than one type of mathematical operation – perhaps the problem involves both multiplication and division – the computer will solve the calculations in the order that you enter them. To return to the text entry mode when you are finished with the calculator, press the F5 key again.

E. Headers and Footers

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. Let's look at headers first.

1. 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 $\text{G}+$ ■ to enter a check mark on this line. Next to the check mark, enter an H. Your line will look like this:

WORD WRITER's Advanced Features

✓H

Next to the H, enter a number from 1 to 5. This number corresponds to the code from the printer code window that you want to apply to your header. For example, if you are using an Epson printer, and you want your headers to appear in boldface, you would enter a 2 here:

✓H2

Now you must decide where your header will appear at the top of your page. Do you want to place it at the left margin of each page? Or would you rather place it in the center or at the right margin of the page? To tell the computer where to place your header at the left margin, just enter the text for your header (if you are printing this text in a special type face, be sure to highlight it). Your line might look like this:

✓H2My printout

To place the header in the center of the top of your page, enter an up arrow followed by your text. The arrow tells the computer to skip the left margin and move the header right to the center of the page. Your line might look like this:

✓H2 ↑ My printout

To place the header at the right margin, enter two arrows followed by your header text:

WORD WRITER's Advanced Features

✓H2 ↑ ↑ My printout

REMEMBER that the two arrows in the header line separate the possible positions for your header: left margin, center, or right margin.

To further confuse the issue, you may want to enter a page number on the same line with your header. Simply place an end-of-record symbol in your header information to indicate a page number. (Press **SHIFT** **⏏** to enter this symbol.) Your line might look like this:

① | H2 ↑ My printout | ↑ Page

--	--

 | ②

- ① Tells the printer to place the header "My printout" at the center of the top of your page. This text will appear in bold type.
- ② Tells the printer to place a page number, preceded by the word "page" at the right margin of the top of the page. This text will appear in bold type.

NOTE: If you want your headers to skip page 1 and start on page 2, do not enter your header command on line 1 of page 1. You can place this command anywhere else on page 1.

2. 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:

✓F2Report

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This instruction tells the computer to place the word "Report", in a special type face, at the left margin of the bottom of your page.

You can turn headers and footers on and off. 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

✓H2 ←

At the top of the next page, be sure to re-enter your header information.

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

VII. Producing Documents, Letters, and Reports with the WORD WRITER

You can use the WORD WRITER for anything you used to do on a typewriter. You will find it much more efficient than your old typewriter. With a word processor, you can store your information on a floppy disk instead of in a file folder. You can store about 60 pages of text on a computer disk, and you can recall your text quickly by name.

You can even write your routine correspondence on the WORD WRITER. Your letters will then have a professional look, assuring a positive reaction from the person who receives it. Better still, you will always have a copy of your letter safely tucked away on a computer 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.

A. Document Production

With WORD WRITER, the time it takes to go from your thoughts to finished printed document is greatly reduced. Listed below are steps 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 wish to accomplish.
2. Write an outline for the researching and writing of your document.

Producing Documents, Letters, and Reports with the WORD WRITER

3. Gather 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 repeat this step several times.
6. Modify your rough draft on your computer.
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.

B. How to Store Addresses and Do Form Letter Printouts

One of the best features of the WORD WRITER is its capability to produce personalized form letters. With this feature, you compose your letter, and WORD WRITER prints out letters with your addresses automatically included in each letter. You can print out up to 50 letters at a time. Each letter can be up to four pages long. The addresses appear on your letter flush left (that is, beginning in column 1) and are printed at the left margin.

Before using this feature, you must develop your address list. There are two ways to do this. You can 1) use the WORD WRITER, or 2) use DATA MANAGER 2.

Producing Documents, Letters, and Reports with the WORD WRITER

1. To develop your address list using the WORD WRITER:






Load WORD WRITER into your computer. Before you begin typing in your address list, type the word LIST (in all capital letters) and press **RETURN**.

NOTE: It is very important that you enter the word LIST at the top of each of your address lists. If you do not perform this step, the computer will not be able to use these lists when you print out form letters.

Now type in your addresses on the display, as shown in the example below:

LIST **RETURN**
John Doe
1234 Maple
Ocean City, NJ 72345 **SHIFT -**
Bob Johnson
Acme Equipment Co.
34567 State Dr.
Williamsburg, PA 87654 **SHIFT -**
Sandy Thompson
2345 W. Ontario
Chicago, IL 60012 **SHIFT - SHIFT -**

Producing Documents, Letters, and Reports with the WORD WRITER

Where you see **SHIFT**  in the example, press **SHIFT**  (end of record). You will then see the graphic character . This graphic character signals the computer that the full address has been entered. The double   after the last address signals the computer that all addresses have been entered. After typing in your address list, store it on your WORD WRITER data disk. You can recall and modify it at any time.

A sample address list is included on the program disk in the file called "adr". "adr" is an example of how you must enter your addresses in WORD WRITER. To view the "adr" file, load it into your computer just as you load other files.

2. To develop an address list using your DATA MANAGER 2:

A better way to develop and maintain your address list is with DATA MANAGER 2. See your DATA MANAGER 2 manual for information on this procedure.

NOTE: If you have a version of DATA MANAGER 2 which does not contain the Extended Print option, you will need to use the special interface program on this disk to print labels, address lists, reports, or records. For instructions on using the interface program, or for information on upgrading your DATA MANAGER 2 program to the latest version, contact our Customer Support Help Line (see the inside front cover of this manual).

Producing Documents, Letters, and Reports with the WORD WRITER

At this point, you have stored an address list on your data disk. Now, type your form letter into the WORD WRITER. (Remember, no more than four pages!) Leave space where your addresses will be inserted. See the sample letter below:

Robert L. Jacobs
Timeworks Inc.
405 Lake Cook Rd.
Deerfield, IL 60015

Dear Sir/Madam:

Regarding your recent inquiry, I want you to know that your comments are of great value. Our manual writers will take them into consideration in the future.

NOTE: To view the way a letter should be set up for form-letter printout, load our sample letter, stored on your program disk under "letter".

Now, to print your form letters, press **SHIFT CLEAR/HOME** to reset the cursor to the top of your document. Then press **CTRL 9** to call up the Print window, and follow these steps:

1. Use option 1 to set the secondary address for your printer interface, if necessary.
2. Set option 2, "Multi Copies", at N for no. You cannot use this option when doing form letter printout.

Producing Documents, Letters, and Reports with the WORD WRITER

3. Set option 3, "Number Pages", at Y if you want your pages numbered or N if you do not.
4. Set option 4, "Justify Text", at Y if you want your text justified, or set it at N if you want your text printed just as it appears on your display.
5. Set option 5, "Double Space", at N for no. You cannot use this option when printing form letters.
6. Set option 6, "Sheet Feed", at Y if you are using a sheet feed or N if you are not.
7. Set option 7, "Chain Page", at N for no. You cannot use this feature when printing form letters.
8. Set option 8, "Merge Names", at Y for yes. This feature is necessary for form letter printout.
9. Set option 9, "Normal ASCII", at Y if your printer requires normal ASCII characters or N if it does not.
10. Set option 0, "1526/MPS802" and option A, "Linefeeds", according to your printer type. (See Section V-F-18 for instructions.)

When you are finished setting the print options, press **RETURN**. You will be asked for the name of the file you want to merge. Insert the disk that contains your address list in the disk drive, and enter the file name. The computer will begin printing out your letters with the addresses from your address list inserted automatically.

Producing Documents, Letters, and Reports with the WORD WRITER

C. Merging Reports from DATA MANAGER 2

Another powerful feature of this word processing system is its ability to extract information from DATA MANAGER 2. Information from this program cannot be interfaced directly with the word processor. This information must first be transformed so the word processor can use it. You can use DATA MANAGER 2's Extended Print program to set up your information in two formats: addresses and reports. Addresses can be used for form letter printouts or inserted in your document as a list. Reports summarize your data base information in an easy-to-read columned 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 store this report by name and load it directly into your document.

Example:

1. Let's assume you created a report with DATA MANAGER 2, and you stored it under the name REP1.
2. Load WORD WRITER, and type in your text to the point where you want to insert your report.
3. Press **SHIFT F5**, or **F6**, to load your report into WORD WRITER. Then follow the prompts below.

Producing Documents, Letters, and Reports with the WORD WRITER

<u>PROMPT</u>	<u>YOUR RESPONSE</u>
SAVE OR LOAD?(S/L)	Press L to load.
MERGE OR LOAD?(M/L)	Press M to merge.
LOAD FILENAME?	Type in REP1, then press RETURN .

Your report will be appended to your document. To modify its appearance in your document, use your editing functions.

You may also use this procedure to merge lists from the label maker into your text. To erase the text symbols that appear after each line, simply type a space over them.

NOTE: If you have a version of DATA MANAGER 2 which does not contain the Extended Print option, you will need to use the special interface program on this disk to print labels, reports, or records. For instructions on using the interface program, or for information on upgrading your DATA MANAGER 2 program to the latest version, contact our Customer Support Help Line (see the inside front cover of this manual).

VIII. Using WORD WRITER Documents with Other Programs

A. With a Communications Program

WORD WRITER offers modem users a special program to convert word processed documents to a form that communications programs can read. Most communications programs read files in PetASCII characters. Using the program called "Convert" on the WORD WRITER program disk, you can translate a WORD WRITER document into PetASCII characters and then transmit it through your modem. You can also convert a document from your communications program into a form that WORD WRITER can use.

To load the "Convert" program, follow these steps:

1. Turn on your computer, disk drive, and monitor.
2. Place side 1 of your WORD WRITER program disk in the disk drive.
3. Type LOAD"CONVERT",8 and press **RETURN**.
4. You will be asked what type of conversion you want to perform: a WORD WRITER file to PetASCII characters, or a PetASCII file to a WORD WRITER file.
5. Next, enter the name of the file you want to convert and the new name for the converted file. Follow the disk placement prompts on your screen. Your file will be converted in the manner that you chose.

Using WORD WRITER Documents with Other Programs

B. With GEOWRITE

NOTE: Due to the constraints of GEOS, you will only be able to transfer a document of 6,000 characters (approximately 3 pages) into GEOWRITE. If you are transferring a longer WORD WRITER document, it is a good idea to save that document in increments of 3 pages or less as you enter it into WORD WRITER. Then you can transfer each of these segments into GEOWRITE using the following instructions.

Now that WORD WRITER is GEOS compatible, you can use information from WORD WRITER with GEOWRITE, the GEOS word processing program. This information must first be converted to a form that GEOWRITE can understand. Then use GEOWRITE's "Paste" function to place your converted data wherever you like in your GEOWRITE document.

To convert your WORD WRITER document to a form GEOWRITE can read, follow these steps:

1. First, you must create a file on your GEOS Work disk with the information from your WORD WRITER program that you want to transfer to GEOWRITE. Use the WORD WRITER "Save" option to create this file.
2. Exit WORD WRITER.

NOTE: Whenever you exit a program that you originally loaded while in GEOS, you must re-load the GEOS operating system.

Using WORD WRITER Documents with Other Programs

3. Insert your WORD WRITER program disk in the drive.
4. Use the mouse to select the disk drive icon in GEOS. When the directory appears, select the icon labelled "Convert".
5. A small menu will appear. Select option 3, "WORD WRITER to GEOS". (The first option, "WORD WRITER to PETASCII", allows you to convert a WORD WRITER file to a form that can be used by a program that uses PETASCII characters. The second option, "ASCII to WORD WRITER", allows you to convert another program's file to a form WORD WRITER can understand.)
6. Insert your GEOS Work disk in the disk drive.
7. You will be asked NAME OF FILE TO READ?. Enter the name of the file you want to convert. The computer will now convert your file to a form GEOS can read.
8. When the conversion is finished, insert your GEOS program disk (NOT your Work disk) in the disk drive. You will now be able to load GEOS. Follow the instructions in your GEOS manual to do so. Then insert your work disk and load GEOWRITE from this disk. Follow the instructions in your GEOS manual. Then use GEOWRITE's "Paste" option, which is discussed in the GEOS manual, to load the information from your converted file into GEOWRITE.



IX. 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.

A. Using Special Printer Features with Your Printer

1. 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.

2. 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 do 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.

Unraveling the Mystery of Your Printer

3. 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 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 turn on your 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.

B. 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 show this specifically. For example, the codes you must enter to turn on the underlining feature in the above sample are:

Unraveling the Mystery of Your Printer

27, 45, 1

The 27 (ESC) was NOT SHOWN in the manual under “Decimal”, but you must enter it before 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 in the “Character” column are not always what they seem. 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)
```

Unraveling the Mystery of Your Printer

In this example, notice two things:

- a. The `-` is not inside quotes.
- b. 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 GENERAL RULE, 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.

C. Using Your Printer with WORD WRITER

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 are related 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, press **CTRL O** to view the disk directory. Look for a file named for your printer, and press **CTRL L** to load this file into your computer. If your printer isn't listed, but is compatible to a listed printer, load the printer file that is closest to your printer type. (Contact your printer's manufacturer for information on compatibility.) If you are using an interface, be sure it is set in transparent mode (see Section V-F-18 of your WORD WRITER manual for details).

Unraveling the Mystery of Your Printer

Once you have loaded the printer file, press **⌘ 2**. The Printer Code window will appear on your screen. The five printer codes in this window were loaded automatically when you loaded the printer.

To use these codes in your document, you must first indicate which text you want to print in a special type face. Just move to the first character of the text you want to print in a special way, and press **⌘ 5**. Press the right cursor key. The text under the cursor will be highlighted. Continue pressing this key until all of the text you want to specify is highlighted. Then press **⌘ 5** again to turn off the highlighting feature.

Now move the cursor to a blank line above this text. Press **C= +** to enter a check mark on this line. Then enter a "c" followed by a number from 1 to 5. Each number represents a line in the Printer Code window, and each line holds codes for a different type face. Enter the number of the line that contains the codes you want to use on this highlighted text. For example, if you are using an Epson and want to underline your highlighted text, you would now enter

✓c1

Unraveling the Mystery of Your Printer

Now press **SHIFT CLR/HOME** to return to the top of the document. Press **CTRL G** and **RETURN** to print. When the printer “sees” your code, it will print any highlighted text that follows in the style you’ve selected. If it encounters another code in your document, it will print any highlighted text in the new print face indicated by your new code. You can enter a check mark and a new code anywhere in your document that you like.

D. 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 get to function in 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.

X. Troubleshooting

PROBLEM	REMEDY
PROGRAM WILL NOT LOAD	<ol style="list-style-type: none">1. Turn off disk drive and computer, and try again.2. Clean heads on disk drive.3. Check computer hookup.4. Make sure the program disk, not data disk, is in disk drive.
DEVICE NOT PRESENT ERROR	Check hookup and power supply for all devices.
READ OR WRITE ERROR	<ol style="list-style-type: none">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 from data disk.
SYSTEM FROZEN, SCREEN BLANKS OUT, PROGRAM LOST (due to power fluctuations)	Restart all devices and reload the program.
PRINTER DOESN'T PRINT	<ol style="list-style-type: none">1. Be sure printer is plugged in and turned on.2. Be sure printer has a ribbon and paper.3. Turn printer off and then on again.4. Check to see that printer is connected to disk drive.

Troubleshooting

**PRINTER PRINTS ONLY
UPPER-CASE LETTERS
AND GRAPHIC SYMBOLS**

Use proper secondary address. (See option 1 in the Print window. 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 option 9, "Normal ASCII", in the Print window. Then select the proper secondary address for option 1 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 or compatible printer, set option 1 in the Print window, "Open 4,4,?", at 7 and option 9, "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) 948-9208

Troubleshooting

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 hardware other 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 on a white tag on the back of your program disk.

Troubleshooting

2. What system are you using? (For example, Commodore 64.)
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.

XI. Quick Reference Section

A. Facts at Your Fingertips

The Calculator (Section VI-D)

- F5** Call the calculator onto your computer display
- F7** Recalls last value from calculator into text on screen

Operations:

+ Add

– Subtract

* Multiply

/ Divide

↑ Raise to a Power

: Change sign from + to – or from – to +

- F5** Erases calculator from display

Copying Text Information (Section V-F-3, 4, and 5)

1. Move the cursor to the first character in the block of text you want to copy, and press **C** **1**.
2. Move the cursor to the first character in the last line of the text you want to copy, and press **C** **2**.
3. Move the cursor to the first character of the first line of the new location of the block, and press **C** **3**.

Quick Reference Section

4. Press **C** in response to the prompt. Your text will be copied.

Cursor Movement Keys (Section V)

←	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
C Z	Moves the cursor down quickly
C A	Moves the cursor up quickly
C G	Moves the cursor to the first position on the line
CTRL G	Moves the cursor to the last position on the line
F8	Moves the cursor up one page
F7	Moves the cursor down one page
SHIFT CLR/HOME	Moves the cursor to the top of the current page
CLR/HOME	Moves the cursor to the top of the document

Quick Reference Section

TAB Moves the cursor one tab location to the right

CTRL ← Moves the cursor to the end of your text

Deleting a Character from Your Text (Section V-F-29)

1. Move the cursor to the position at the right of the character to be deleted.
2. Press **INST/DEL**.
3. The character to the left of the cursor will be deleted.

Deleting a Line From Your Text (Section V-F-14)

1. Move your cursor to the first character of the line you want to delete.
2. Press **CTRL 7**, and the line will be deleted.

Deleting Text to the End of the Document (Section V-F-2)

1. Move the cursor to the line just above the text to be deleted.
2. Press **CTRL 1**.
3. Press **SHIFT E** to delete all text from that point to the end of the document.

Deleting a Word From Your Text (Section V-F-2)

1. Move the cursor to the word you want to delete.
2. Press **CTRL 1**.
3. Press **W** to delete the word.

Disk Commands (Section V-F-15)

To use a disk command, press **C 7**. In response to the prompt, enter the appropriate information for the command you want to use:

- | | |
|------------|---|
| Initialize | Enter i0 to initialize your disk drive. |
| New | Enter n0: followed by the new name for your disk and a two-character identification code that you assign. This command will erase all information from a disk in the drive. |
| Scratch | Enter s0: followed by the name of the file you want to erase from your disk. |
| Validate | Enter v0 to validate a disk. This command removes damaged files and consolidates disk space. |

If you are using disk drive 1 of a dual drive, substitute 1 for 0 in any of the above entries. For more information about disk commands, see your disk drive manual.

Erasing a Document from Your Data Disk (Section V-F-15)

1. Place your data disk in the disk drive.
2. Press the **⌘** and **7** keys.
3. In response to the prompt, enter s0: (if you are using disk drive 1 of a dual drive, enter s1:) followed by the name of the file you want to erase from your disk.
4. The file will be erased.

Formatting Text (Section V-F-6)

1. Move the cursor to column one on the line just above the block of text you want to format.
2. Press **⌘** **+**, 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. Use the **CTRL** and **5** keys to insert a hard return at the end of every paragraph, on all blank lines, and after all check mark indents. Hard return symbols will keep the formatting command from running paragraphs together. (Hard returns are explained in further detail in Section V-F-10.)
5. Press **⌘** **4**, and your text will be formatted according to your check mark instructions.

Quick Reference Section

Inserting Characters Into Your Text (Section V-F-30)

1. Move the cursor to the location where you want to insert the character(s) into your text.
2. Press **SHIFT INST/DEL** once for each character you want to insert.
3. Enter the character(s) you want to insert.

Inserting a Line Into Your Text (Section V-F-9)

1. Move your cursor to place in your text where you want to insert a blank line.
2. Press **CTRL 4** and a new line will appear above the old one.

Merging One File into Another (Section V-F-34)

1. Load your first document into the computer.
2. Press **F6**.
3. Press **L** in response to the first prompt, and press **M** in response to the second.
4. Enter the name of the file you want to merge, and press **RETURN**.
5. The second document will be loaded into the computer and appended to the first.

Quick Reference Section

Moving Text Information (Section V-F-3, 4, and 5)

1. Move the cursor to the first character in the block of text you want to move, and press **⌘ 1**.
2. Move the cursor to the first character in the last line of the text you want to move, and press **⌘ 2**.
3. Move the cursor to the first character of the first line of the new location of the block, and press **⌘ 3**.
4. Press **⌘** in response to the prompt. Your text will be moved.

The Outliner (Section VI-B)

⌘ D Shift outline down one level

⌘ F or
⌘ 4 Format outline

⌘ I Index outline

⌘ L or
F6 Load outline

⌘ O Create outline

⌘ S Save outline

⌘ U Shift outline up one level

Printing Documents (Section V-F-18)

1. Press **CTRL G** or **⌘ P** to call up the Print window.
2. When the print window appears, enter your selections for any or all of the print options.
3. Press **RETURN** to start printing. To stop printing, press **RUN/STOP**.

Saving a Document File on Your Data Disk (Section V-F-34)

1. Place your WORD WRITER data disk in the disk drive.
2. Press **F6** or **⌘ S**.
3. Press **S** in response to the first prompt. In response to the second prompt, press **V** to save from the cursor location, or press **N** to save the entire document.
4. Enter the name of the document file you want to load, and press **RETURN**. Remember that each document must have a unique file name.
5. Your document file will be loaded into the computer.

The Thesaurus (Section VI-A)

1. Insert your Thesaurus disk and press **⌘ T**.
2. Move the cursor to the word you want to replace.

Quick Reference Section

3. Press **RETURN** to begin searching in the Thesaurus for a replacement word.
4. Use the ↑ and ↓ keys to view the clusters of synonyms. To replace your word, enter the number of the synonym you want and press **RETURN**. The new word will be placed in your document. If you do not want to use a synonym, press **RETURN** only to return to your document.

B. Glossary

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, alphabets, or symbols.

CLUSTER: In the Thesaurus, a group of synonyms displayed on the same screen.

COMMAND: An instruction for the computer to follow.

Quick Reference Section

- CURSOR:** The computer-generated square that pinpoints your position on the display.
- DATA:** The information you enter to be processed.
- DATA DISK:** The disk created to store your data base information.
- DELETE:** To remove from the file.
- FUNCTION KEY:** The special set of keys on your computer identified as **F1**, **F2**, **F3**, etc.
- HARD RETURN:** Symbol used to tell the computer to keep two sections of text separate when it formats a document. Hard returns are needed at the end of a paragraph and on blank lines. *See also* Soft Return.
- INDEX:** The letter or number (I., A., I., etc.) in front of an outline entry.
- INITIALIZATION:** To create a file the first time.
- INTERFACE:** A connection between two systems or devices.

Quick Reference Section

PROGRAM DISK: The disk you purchased, containing the **WORD WRITER** program.

PROMPT: The line of words, located at the very bottom of your screen, that requests your response. Ex: **SEARCH FOR?**

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.

SOFT RETURN: Invisible return placed in text after the **RETURN** key is pressed. The computer ignores soft returns when formatting text. *See also* Hard Return.

SYNONYM: A word with a similar meaning to another word.

THESAURUS: The **WORD WRITER** feature containing over 60,000 synonyms which can be substituted into **WORD WRITER** documents.

TOGGLE: A key or sequence of keys which can either activate or turn off a feature. For example, if you press (or toggle) **⌘ I** to activate the Insert Mode, pressing it again will turn it off.

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