WordPro 3 Plus

For the Commodore 64

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PROFESSIONAL SOFTWARE INC.

WordPro 3 Plus/64™

User's Guide

December 1982

A Product of

PRO-MICRO SOFTWARE LTD.

by Steve Punter

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SECTION 1

INTRODUCTION

Thank you for purchasing a WordPro 3 Plus/64 word processing software package marketed by Professional Software Inc. We would like to welcome you to the world of electronic word processing.

WordPro 3 Plus/64 is a versatile and easy to use word processor that will allow you to type, print, and revise documents with minimal effort. WordPro 3 Plus/64's easy to learn commands will enable you to eliminate tedious and repetitious typing and editing tasks. With just a few steps you can insert and delete text, rearrange text within a document, move text from one document to another, and store text for later revision and/or printing. With WordPro 3 Plus/64, updating a letter or document is fast and simple. You will never need to manually retype entire letters or documents again.

CAPABILITIES OF WordPro 3 Plus/64

The many capabilities of WordPro 3 Plus/64 enable this word processor to save you time and effort in many applications. A few of its more powerful and often used capabilities are:

- .Form Letters with Variable Data Merging
- .Global Search and Replace
- .Decimal Tabulation for Financial Documents

Form Letters

With WordPro 3 Plus/64, you can produce large amounts of personalized form letters with very little effort. You simply type in the text of the letter once. Then type the list of names and addresses (or recall previously stored names) to be included in the letter, and WordPro 3 Plus/64 automatically merges the different names into the body of the text and prints the "individualized" letters for you.

Global Search and Replace

With the global search and replace function you can type a single command to change an error or name repeated many times throughout a document. For example, if a delivery date is changed, you can change every occurrence of "March" in a proposal to "May" with one easy command. Changing "Mr. Smith" to "Mr. Jones" allows you to create personalized letters with simple commands. WordPro 3 Plus/64 automatically makes these changes throughout the entire document.

Decimal Tabulation

Complicated financial typing takes little time with the tabulation feature of WordPro 3 Plus/64. By simply setting tab stops and entering one command, you can type in numbers with equal decimal places and/or dollar amounts and WordPro 3 Plus/64 will line up the columns decimally. WordPro 3 Plus/64 also has the ability to add/subtract columns of figures.

OVERVIEW OF THE EQUIPMENT

Fewer pieces of equipment mean fewer problems. Therefore, a typical computer system using WordPro 3 Plus/64 usually consists of only four major components:

- WordPro 3 Plus/64 System Diskette
- Commodore 64 or 4064 Computer
- CBM 1541 Floppy Disk Drive
- CBM 1525E Dot Matrix Printer or a suitably interfaced ASCII Printer.

CBM 64 Computer

The CBM 64 Computer is the "brain" of the entire system. It contains sophisticated electronic computer circuitry that understands and follows the instructions that WordPro 3 Plus/64 (and you) give it.

The other parts of the CBM 64 computer are a typewriter-like keyboard and a television-like display screen. As on a normal typewriter keyboard, this keyboard has shifted and unshifted characters. On the right side of the keyboard, there are four "function" keys.

The display screen looks like a television screen. When you type on the keyboard, the characters appear against a background color on the computer screen. The computer screen can display up to 40 characters horizontally and 25 lines vertically.

CBM 1541 Floppy Disk Drive

The CBM 1541 Floppy Disk Drive holds a 5-1/4 inch floppy diskette for storing text and programs. Diskettes are flat, round, flexible "plates" with a magnetic surface similar to the surface of an audio tape. This magnetic surface stores data in a fashion similar to audio tape recording. You can store information (letters and documents) on, or recall information from, diskettes by inputting commands from the keyboard. A single diskette used with a CBM 1541 can store approximately 170,000 characters or about 85 single-spaced pages of text. As diskettes are easily inserted or removed, you can have virtually unlimited storage on archival diskettes.

The Printer

The CBM 64 computer can use certain CBM-64 plug compatible Commodore Printers (such as the CBM 1525E) or other high-quality, suitably interfaced ASCII printers. Refer to your specific printer manual for information on the printer. As some printers must be slightly modified to work with Commodore Computers, your PROFESSIONAL SOFTWARE INC. dealer will assist you in selecting the printer best suited to your needs.

WordPro 3 Plus/64 System Diskette

The WordPro 3 Plus/64 System Diskette contains the WordPro 3 Plus/64 system program. The system program enables the CBM 64 computer to understand and execute your commands. Details on when and how to insert and use the System Diskette appear later in the section "Getting Started".

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USING THE WordPro 3 Plus/64 USER'S GUIDE

This User's Guide introduces you to the WordPro 3 Plus/64 system and explains WordPro 3 Plus/64 operating procedures. You do not need word processing experience or computer knowledge to understand and use WordPro 3 Plus/64. Step-by-step lessons are provided for the use of various WordPro 3 Plus/64 functions. Exercises and a sample document (stored on your WordPro 3 Plus/64 Systems diskette under the filename "example letter") are provided to help you quickly understand and learn WordPro 3 Plus/64. The "example letter" may be RECALLED, reviewed in Edit Mode, compared with the printed copy in the back of this User's Guide, printed out at your leisure, and examined in detail in order to better understand WordPro 3 Plus/64.

After reading this Section, it is a good idea to review the Glossary provided. A quick review of the Glossary will assist you with word processing terms that might be unfamiliar to you. After reviewing the Glossary section, as you proceed with this User's Guide, it is recommended that you read a Lesson, then do the exercise for that Lesson. Later when you are comfortable with WordPro 3 Plus/64 operations, you can use the lessons for reference. If some terminology still seems unfamiliar, reference the term again in our Glossary. If you are not being trained in the uses of WordPro 3 Plus/64 by your PROFESSIONAL SOFTWARE INC. dealer, it is a good idea to set aside a minimum of four hours to work with this User's Guide.

Section 2 explains the equipment in more detail, tells how to start up WordPro 3 Plus/64, and helps you to become familiar with the equipment. Section 3 shows how to type, print and save documents. Editing of documents is demonstrated in Section 4. Section 5 tells of the advanced functions of WordPro 3 Plus/64, while Section 6 discusses file handling capabilities. Section 7 covers special Disk Commands and Section 8 contains Summaries of Control Functions, Formatting Commands, Special Characters and Error Messages. Of special interest to programmers is the technical detail provided in Section 9. A Glossary of word processing terminology is included in Section 12. Section 16 contains a functional index in order to assist you to find specific functions or explanations quickly.

In lieu of formal WordPro training from your dealer, it is a good idea to re-review this User's Guide. After you are fairly familiar with WordPro 3 Plus/64 functions, you should re-do most of the exercises in this User's Guide. This "secondary training" will undoubtedly remind you of some functions that you overlooked in your first WordPro 3 Plus/64 self-training session.

WordPro 3 Plus/64 will save you hours of repetitive typing time. Approach this User Manual and the operation of your system with positive enthusiasm. The time you spend learning WordPro 3 Plus/64 will be well invested. If this is your first time using a "computer system", do not be concerned. Using a word processing system today is really no more complex than the introduction and use of electric typewriters in the 1960's.

USER CONVENTIONS

Stated very simply, a "naming convention" is an agreed upon method of explaining procedures so that these procedures can be easily explained and readily understood. Our conventions relate to the way in which certain keys, and keystroke sequences, are listed in this User's Guide.

These conventions must be explained and understood in order for you to easily use this User's Guide. In many areas the manual will ask you to type in text or information. When you see the word <TYPE> and then an underlined Word, Letter or Command, you should type in the characters that are underlined. An example looks like this:

<TYPE> Hello

In this example you would type in the word "Hello" with a capital "H". In many cases you will have to press the <RETURN> key after certain commands. This will be indicated throughout this User's Guide as follows:

<TYPE> command <RETURN>

This example asks you to <TYPE> the word "command" then press the <RETURN> key.

Another convention we will use is the naming of the <CONTROL> key. The <CONTROL> key is located in the lower, right-hand corner and is represented by the <f7> function key. **As this is probably the single most important key in WordPro 3 Plus/64, please take a moment to familiarize yourself with its location.** Whenever you see **<CONTROL>** in this User's Guide you should **press and then release this key.**

<PRESS> is another convention. <PRESS> is used when we wish you to PRESS a key that will not show on the screen, i.e., a function key. When <TYPE> is used, the resulting keystrokes do appear somewhere on the screen. When we wish you to PRESS certain keys we will indicate it as follows:

<CONTROL> then <PRESS> e then a

This keystroke sequence asks you to press (then release) the <CONTROL> key then <PRESS> the letter e then a. <CONTROL> usually implies that you must <PRESS> another key, so the above example could appear as:

<CONTROL> e then a

In this example, the "e" and "a" would not appear on the screen; instead they would perform a function, (in this case, ERASING).

<SHIFT> is another convention. When you see the <SHIFT> convention you should press and hold the shift key while you proceed with the next convention in line (and only the next). Here is an example:

<SHIFT> CLR/HOME

This example asks you to press and hold down the SHIFT key while pressing the CLR/HOME key. A longer example could be:

<CONTROL> e then a <SHIFT> CLR/HOME <PRESS> r
<TYPE> sample 1 <RETURN>

In this example you would PRESS the <CONTROL> key, release it, then PRESS the letter "e" key then the "a" key, then PRESS the SHIFT key (and hold it down) while you PRESS the CLR/HOME key. Then you would PRESS the letter "r", and <TYPE> in "sample 1" and PRESS the RETURN key.

This is an extreme example of the conventions, but as you can see, these conventions will allow us to explain certain keystroke sequences in a definitive way. The example above would: 1) clear/erase all text, 2) enter the FILE Mode, 3) select "r" for RECALL and 4) load the file named "sample 1" from the disk.

Throughout this User's Guide we will use an "@" (at-sign) to symbolize a Format Checkmark (Format Checkmarks will be explained later in detail in this User's Guide).

Summary of Conventions

<RETURN> - Press the <RETURN> key wherever you see this convention.

<TYPE> - Type all underlined characters (including underlined spaces) after this convention. Again, only type the underlined characters. These characters will appear on the screen as they are typed.

<PRESS> - This convention is very similar to <TYPE> except that the characters that are pressed will not show up on the screen.

<SHIFT> - Used with a two-key sequence. When you see the <SHIFT> convention, you should press and hold the SHIFT key, then press the second key, and then release both keys.

<CONTROL> - Press the <f7> function key wherever you see this convention.

@ - This represents a Format Checkmark and is produced by pressing <CONTROL> (the <f7> function key) then the question mark/slash key. Throughout this User's Guide we will use an "@" to represent a Format Checkmark.

SECTION 2

GETTING STARTED

This section explains the basic operations of the equipment and the starting-up (loading) of WordPro 3 Plus/64. It will also help you to become familiar with the keyboard and screen display features so that you can efficiently type and edit text.

There are three exercises in this section to take you step-by-step through turning on the equipment, loading WordPro 3 Plus/64 and screen editing features.

Section 2 contains:

- .Turning on the Equipment
- .Turning off the Equipment
- .Inserting the System Diskette and loading WordPro 3 Plus/64
- .The Status Line
- .Exploring the Keyboard
- .Screen Editing Features

* * * * * * *

LESSON 1

TURNING ON THE EQUIPMENT

Turning On The Equipment

There are three pieces of equipment to turn on in a standard WordPro 3 Plus/64 system: the CBM 64 Computer, the printer, and the CBM 1541 Floppy Disk Drive. Read the following information and then turn the equipment on as instructed in Exercise 1.

The power switch on the CBM 64 is on the right side when viewed from the keyboard. Turn the switch to the ON position.

After a few seconds patterns of letters and symbols may or may not appear on the screen for a few seconds. Either way is normal. Within a few seconds the screen should clear and display the following message:

```
**** COMMODORE 64 BASIC V2 ****

64K RAM SYSTEM  38911 BASIC BYTES FREE

READY.
[]
```

If the screen does not clear, or if any other message appears, turn the power OFF, wait for 5 seconds, then turn the power ON again. If the message above still does not appear, ask your dealer for assistance.

The message that appears when the power is first turned ON is very simple. Here is what it means:

**** COMMODORE 64 BASIC V2 **** -- the CBM 64 will respond to BASIC (computer language) commands. BASIC is the most prevalent of all microcomputer "languages" and allows you to "talk" to the computer. You will use a few simple BASIC commands to load the WordPro 3 Plus/64 program into the CBM 64's memory. Once loaded, WordPro 3 Plus/64 eliminates the need to know a computer language and substitutes simple, easy to learn commands to operate the computer as a sophisticated word processing system.

64K RAM SYSTEM 38911 BASIC BYTES FREE -- the CBM 64 can remember up to 64 thousand characters in its memory of which 38911 can be used by BASIC. One character can be thought of as approximately one letter, number or space.

READY. -- the CBM 64 is ready to accept your commands.

[] -- the blinking square on the last line is the "cursor". The cursor is in the position where the next character you type on the keyboard will appear.

To turn the power on in the printer, refer to your printer manual.

Before you turn on the power to the 1541 Floppy Disk Drive, make sure that a diskette is not in the drive. Lift open the small door on the front of the drive to check. If a diskette was inadvertantly left in the machine, make sure that you remove it before applying power to the unit. Applying power to the disk drive while a diskette is still in the drive can lead to loss of data from that diskette. As this is very important, we will repeat it. Before applying power to the 1541 Floppy Disk Drive always check to see if there is a diskette in the drive unit. Never turn your system on or off with a diskette in the drive.

The power switch on the 1541 Floppy Disk Drive is on the right hand corner. To turn the power on press the switch to the ON position.

The indicator light on the front of the drive will light up for a second or two and then go out. If the red indicator light remains on after the power on procedure, turn the unit off and power on the unit again. If the red indicator light <u>remains on</u> after the second try, contact your dealer.

* * * * * * *

LESSON 2

TURNING OFF THE EQUIPMENT

Turning Off The Equipment

Before you turn the power off on any of the WordPro 3 Plus/64 equipment, remove the diskette in the CBM 1541 Floppy Disk Drive. Open the disk drive door and remove the diskette by pulling it out towards you.

Always store diskettes in an envelope in an upright position in a diskette notebook or case.

Turn the power switches to the OFF position on the printer, CBM 1541 Floppy Disk Drive, and the CBM 64.

* * * * * * *

EXERCISE 1:

TURNING ON THE POWER

Step 1: Turn the power switch on the CBM 64 to the ON position.

After a few seconds the screen displays:

```
**** COMMODORE 64 BASIC V2 ****

64K RAM SYSTEM  38911 BASIC BYTES FREE

READY.
[]
```

Step 2: Lift open the door on the CBM 1541 Floppy Disk Drive and check that there is no diskette in the unit. Remove the diskette if found.

Step 3: Turn the power switch on the right side of the 1541 Floppy Disk Drive to the ON position.

Step 4: Turn the printer power switch on. Refer to your dealer or to the printer manual for specific power-on procedures.

Your entire system should now be powered on and activated.

* * * * * * *

LESSON 3

INSERTING THE SYSTEM DISKETTE AND LOADING WordPro 3 Plus/64

Once the equipment is powered on, you must insert the WordPro 3 Plus/64 System Diskette into the CBM 1541 Disk Drive and start up (load) the WordPro 3 Plus/64 program. When the program is loaded into the computer's memory and then executed, WordPro 3 Plus/64 will ask you questions about your equipment.

Model CBM 1541

Open (lift) the disk drive (which we will always refer to as Drive #0) door. Insert the System Diskette with the label FACING UP and the notched edges toward the rear of the unit. Close the disk drive door by "pressing" the door downward slowly and carefully.

Loading WordPro 3 Plus/64

To load WordPro 3 Plus/64, type the following BASIC command on the keyboard:

<TYPE> load"*",8 <RETURN>

If the message ?syntax error appears you have not typed in load"*",8 correctly and must re-enter the command. This command tells the computer to do the following:

load"*" -- Initialize (prepare) the diskette for use and load (or transfer) the first program on the diskette (WordPro 3 Plus/64) into the memory of the computer. The memory is an area of the computer that remembers whatever information or instructions you may place there until the machine is turned off, or until you instruct it to erase that information. Loading WordPro 3 Plus/64 will take approximately five seconds.

, -- this is just a separator in the command, like a comma in a sentence.

8 -- identifies the device number of the disk drive. The device number in a command tells the CBM 64 where to find the program that you have requested. The factory assigned device number of all Commodore Disk Drives is eight.

The CBM 64 flashes each of the following messages on the screen as it follows your command:

```
SEARCHING FOR *
LOADING
READY.
[]
```

If the "READY" message does not appear on the screen after six or seven seconds, <PRESS> RUN/STOP and then remove the System Diskette from the Disk Drive. Ensure that the circular hole in the center of the diskette is centered within its protective jacket. Re-insert the System Diskette into the disk drive and close the door very slowly. Reference Section 11 for additional information on the Care of Diskettes. Return to the beginning of this Section and re-load the System Diskette. If, after repeated attempts, you are unable to load the System Diskette, refer to Section 14 for Warranty Information.

Running WordPro 3 Plus/64

The "READY" message and the cursor waiting at the beginning of the next line indicate that the WordPro 3 Plus/64 program is loaded into the computer. To run the program:

<TYPE> run <RETURN>

The "run" command tells the CBM 64 that you want to begin working with WordPro 3 Plus/64.

Note: During the loading procedure, the disk drive will "whir and click" and the red indicator light will flash. Do not be concerned. This is part of the normal loading operation of WordPro.

After about 60 seconds, a new display will appear on the screen, showing the following:

```
*** Word Processor Three Plus ***
A Product of Professional Software Inc.
by Steve Punter

Printer: Spinwriter, Diablo, Qume,
Tec, 8027, or Other?
```

Once a printer has been selected (by pressing the appropriate letter), additional information is then displayed as shown below:

```
Lines Available: 352

How many for main text? []
 (Min=176, Max=329)
```

Here is what the lines above mean:

*** Word Processor Three Plus *** -- WordPro 3 Plus/64 is ready to accept your particular system configuration information. Note the half cursor after the questions, "How many for main text?". This is the Input Cursor. WordPro 3 Plus/64 is asking you questions about the text and equipment you are about to use. As you answer each question, the next question appears on the screen.

Spinwriter, Diablo, Qume, TEC, 8027, or Other? -- Many manufacturer's printers use slightly different "protocols"; and with a properly designed and connected interface, WordPro 3 Plus/64 directly supports the printers listed above (as well as some other printer types). Pressing the appropriate letter instructs WordPro 3 Plus/64 to use "special" printer commands for the indicated printer type.

Lines Available: 352 -- There is enough room in the memory to hold 352 lines of text at one time. (If this number is slightly different in your system, do not be concerned.)

How many for main text? []
(Min=176, Max=329) -- There are two separate areas for holding text in the memory, Main Text and Extra Text. The Main Text area holds the text which you type while in the Edit Mode. Edit Mode is used for creating, correcting, and displaying text. The Extra Text area holds text you type while in Extra Text Mode. This area of memory is like a scratch pad. You can enter text in this mode to use with special WordPro 3 Plus/64 functions such as storing names and addresses for form letters, and displaying Disk Directories. The Extra Text Mode is discussed in more detail later in this User's Guide.

WordPro 3 Plus/64 sets a minimum of 176 and a maximum of 329 lines for Main Text. The lines of Main Text you do not use are automatically allocated for Extra Text. Note that the Extra Text area cannot be greater than Main Text, and will have at least 23 lines, room for one screen-full of information. For our purposes, we will allocate the maximum number of lines to Main Text. Unless you are going to perform special operations/functions, you should enter the maximum lines available. This would be accomplished by typing in 329 and pressing <RETURN> as shown below:

<TYPE> 329 <RETURN>

Setting The Parameters of WordPro 3 Plus/64

Before you can begin to enter text, WordPro 3 Plus/64 asks you three more questions about the equipment. As you answer each question, the next one appears. Here is what the questions mean:

Printer Device # ? -- Each piece of equipment connected to the CBM 64 has a device number. Unless the number was changed when your equipment was installed, the printer device number is 4. All you need to do is press the <RETURN> key and WordPro 3 Plus/64 automatically enters a 4, the default number. If you have a printer device number other than 4, enter the number then press <RETURN>.

Printer Type: CBM, ASCII, or XXXXXXXX? -- The third printer type (here shown as XXXXXXXX) will depend on the printer type previously chosen. Pressing the <RETURN> key will automatically default to the printer type selected previously (and displayed on your screen). If you previously selected Other as the printer type then you now have the option to choose either CBM, ASCII, or Spinwriter mode. If you are using a suitably interfaced ASCII type of printer, <PRESS> a. If you are using a CBM printer (e.g. 1510 or 1525E), <PRESS> c. If you are using a Spinwriter <PRESS> s.

Disk Drive Device # ? -- The factory assigned device number of Commodore Disk Drives is 8. Simply press the <RETURN> key, and WordPro 3 Plus/64 enters an 8, the default value.

Preparing for Exercise 2

To review and to prepare for Exercise 2, remove the System Diskette and turn off all of the equipment. Wait 5 seconds then turn all of the equipment back on.

NOTE: Once WordPro 3 Plus/64 has been loaded and run, the System Diskette may be removed to allow the insertion of a "Document Diskette." A new, unused diskette must be "formatted" or "newed" by the Commodore disk drive before it can be used as a "Document Diskette." Section 3, Lesson 5: "Newing (Formatting) Diskettes" provides details on this procedure.

* * * * * * *

EXERCISE 2:

LOADING WordPro 3 Plus/64

Step 1: Check that the equipment power is on.

Step 2: Insert the System Diskette into the disk drive, and close the drive door.

Step 3: Type the following command to load WordPro 3 Plus/64:

<TYPE> load"*",8 <RETURN>
then
<TYPE> run <RETURN>

Step 4: Answer the system set up questions as follows:

a) Printer: Spinwriter, Diablo, Qume, TEC, or Other?

<TYPE> the appropriate letter that corresponds to your printer.

b) How many for main text?

<TYPE> 329 and press <RETURN>. In this case, this leaves you 23 lines for Extra Text.

c) Printer Device #?

Press <RETURN> and WordPro 3 Plus/64 enters the number 4, the default value.

d) Printer Type: CBM, ASCII, XXXXXXXX?

Press <RETURN> to default to the printer type that you previously selected in Step 4a. If you selected "o" for Other (as a printer type) you now have the option to choose CBM, ASCII, or Spinwriter mode. <TYPE> s for Spinwriter mode, <TYPE> c if you are using a CBM printer, or <TYPE> a for any suitably interfaced ASCII printer.

e) Disk Drive Device?

Press <RETURN> and WordPro 3 Plus/64 enters the number 8, the default value.

f) WordPro 3 Plus/64 will display the Status Line across the top of the screen and is now ready to accept your text.

Note: If you are using a properly interfaced NEC Spinwriter printer you may take advantage of automatic default values. When the Printer Kind question is first displayed (step 4a) you can just press <CONTROL> (the <f7> function key). This will automatically default to Spinwriter mode, maximum lines available (329), as well as the default values for Printer Device # and Disk Drive Device. With just one keystroke WordPro 3 Plus/64 will be ready to accept text.

If you have selected another type of printer (besides Spinwriter) in Step 4a, you may also take advantage of remaining default values (maximum number of lines available (329), Printer Device #, and Disk Drive Device) by pressing <CONTROL>.

* * * * * * *

LESSON 4

THE STATUS LINE

```
WordPro 3 Plus          :X:I:S:C:N:      C=  1  L=  1

[]
```

WordPro 3 Plus/64's Status Line indicates which "mode" you are operating in as well as other important information (cursor and tab positions).

WordPro 3 Plus -- This indicates that no commands have been issued yet. Whenever commands are issued, an explanatory "conversation line" is displayed in this area.

:X:I:S:C:N: -- This part of the Status Line displays the "operating mode" status. Each letter represents a WordPro 3 Plus/64 mode of operation. When you are using a particular mode of operation, the corresponding letter "lights up". The background between the colons becomes lighter and the letter becomes darker to indicate the function is ON. As an example, press the <f7> function key (<CONTROL>) and watch the :C: portion of the Status Line. Notice how it "lights up". You are now in Control Mode. Now press the <CONTROL> key again to exit the Control Mode. These Status Line indicators represent the following modes:

Letter	Description
:X:	Extra Text Mode -- enables you to enter text into the Extra Text memory for special functions and/or the displaying of diskette directories.
:I:	Insert Mode -- enables you to insert words, lines, and paragraphs into the middle of existing text.
:S:	Shift Lock Mode -- functions like the All Caps key on a typewriter, so that you are typing ALL CAPITALS. Characters and numbers on the top row of number keys remain in lower case unless SHIFTED. This function is activated/de-activated by pressing the £ key.

:C: Control Mode -- activated by pressing the <f7> key on the keyboard (located in the row of function keys to the right of the keyboard). This key is referred to as the <CONTROL> key throughout this User's Guide. When this mode is ON, most of the letters on the keyboard have a special non-printing function. Exit the control mode by pressing the <CONTROL> key again. As this mode is the most frequently used, familiarize yourself with the location of the <CONTROL> key. Watch the :C: on the Status Line "blink" on and off as you repeatedly press the <CONTROL> Key.

:N: Numeric Mode -- enables you to have WordPro 3 Plus/64 automatically "line up" columns of numbers (having equal decimal places) or dollar amounts according to their decimal positions. Tabs must have been set prior to use of this mode.

All of the above modes and functions are described in more detail as you learn to use them in this manual.

C= 1 L= 1 -- Column and Line Counters -- These numbers indicate the current cursor location. The "C= 1" indicates that the cursor is in character or column position one, and the "L= 1" indicates the screen line that the cursor is on. As the cursor moves, the column and line indicator numbers will change accordingly.

The solid line across the screen serves two purposes -- it separates the Status Line indicators from the text, and it shows where any tabs have been set.

* * * * * * *

LESSON 5

EXPLORING THE KEYBOARD

To work efficiently, you need to be comfortable using the keyboard. The CBM 64 has a typewriter style keyboard. Most of the keys on the typewriter style keyboard work like keys on a regular typewriter, except that these keys cause characters to appear on a screen instead of on paper.

Function Keys

The keys that do not work like typewriter keys are the function keys. Function keys control the cursor, certain WordPro 3 Plus/64 modes, as well as the manipulation of characters and text. These keys are described briefly in the chart below. As some of these keyboard functions have not yet been explained, just familiarize yourself with the location of the function keys described below.

KEY	FUNCTION WITHOUT SHIFT	FUNCTION WITH SHIFT
f7	f7 -- turns CONTROL Mode ON and OFF. Referred to in this User's Guide as the CONTROL key.	f7 -- turns INSERT Mode ON and OFF.
CRSR UP/ DOWN	CURSOR Down -- moves the cursor down one line. When the cursor is at the bottom of the screen, the characters will move off the top of the screen. If there are any characters on the lines below the cursor, they will move up. This key does not delete characters as the cursor moves over them.	CURSOR Up -- moves the cursor up one line, but will not move the cursor off the top of the screen. This key does not delete characters as the cursor moves over them.

KEY	FUNCTION WITHOUT SHIFT	FUNCTION WITH SHIFT
CRSR RIGHT/ LEFT	CURSOR> -- moves the cursor one space to the right. The cursor moves to the beginning of the next line when it reaches the edge of the screen. This key does not delete characters as the cursor passes over them.	CURSOR< -- moves the cursor one space to the left. The cursor moves to the end of the preceding line when it reaches the edge of the screen. This key does not delete characters as the cursor passes over them.
INST/ DEL	DELETE -- erases the character to the left of the cursor, and then moves the characters to the right of the cursor one space to the left.	INSERT -- inserts one space at the cursor position, and moves all the characters to the right of the cursor one space to the right.
CLR/ HOME	HOME -- moves the cursor to the upper left-hand corner of the screen. To return the cursor to the beginning of the text (even if your text doesn't begin on the currently displayed screen), press CLR/HOME twice.	CLR -- Enters File Mode, enabling you to store files onto a diskette, recall files from a diskette, and insert files (into) the body of your displayed text.
RETURN	Prints an ARROW LEFT sign on the screen to show the end of single lines or paragraphs and erases all characters to the right of the cursor on that line. Moves the cursor to the beginning of the next line.	Moves the cursor to the beginning of the next line without disturbing the text or printing the ARROW LEFT sign on the screen.

KEY	FUNCTION WITHOUT SHIFT	FUNCTION WITH SHIFT
f5	Moves the cursor to the next pre-set tab setting.	NONE.
RUN/STOP	When followed by a "0", or "1"* will initialize the diskette in the indicated Disk Drive unit. A "2"* will initialize both diskettes. (This function will be explained in a later Section.)	NONE.
£	Sets SHIFT/LOCK Mode and lights :S: on Status Line. Releases SHIFT/ LOCK mode when pressed again.	NONE.

*For use with a CBM 64 Compatible Dual Floppy Disk Drive.

* * * * * * *

LESSON 6

SCREEN EDITING FEATURES

Screen editing enables you to move the cursor on the screen, scroll text from the top or bottom of the screen, insert characters or spaces into text on the screen and to delete text from the screen. The following four function keys are used specifically for screen editing:

CRSR UP/DOWN CRSR LEFT/RIGHT CLR/HOME INST/DEL

As on a normal typewriter, each of these keys has two functions, depending on whether they are shifted or unshifted.

MOVING THE CURSOR AND SCROLLING

The two CRSR movement keys and the CLR/HOME key control the cursor movement on the screen. The CRSR keys move the cursor up, down, right or left without changing any characters as it passes over them. The CLR/HOME key, when depressed once, moves the cursor to the top left-hand corner of the screen below the Status Line. When depressed twice, this key moves the cursor back to the very beginning of the text.

CRSR UP/DOWN Key

When you press the CRSR UP/DOWN key, the cursor moves one line down on the screen. If you hold down the SHIFT key and press the CRSR UP/DOWN key, the cursor moves one line up on the screen. If you hold down this key it will automatically "repeat" and continue to move the cursor.

CRSR LEFT/RIGHT Key

When you press the CRSR LEFT/RIGHT key, the cursor moves one space to the right on the line. If you hold down the SHIFT key and press the CRSR LEFT/RIGHT key, the cursor moves one space to the left on the line. This key will also automatically repeat when held down.

SCROLLING

To move the cursor continuously in any direction, hold down the desired cursor control key. If you hold down the CRSR LEFT/RIGHT key, the cursor continuously moves right across the screen. When the cursor reaches the end of a line, it automatically moves to the beginning of the line below and continues. If you hold down the SHIFT key and the CRSR LEFT/RIGHT key, the cursor continuously moves left across the screen. When the cursor reaches the beginning of a line, it automatically moves to the end of the line above.

The CRSR UP/DOWN key moves the cursor up and down the screen in the same manner. Pressing the <CONTROL> (<f7>) key prior to the CRSR UP/DOWN key will allow you to scroll at an extremely fast speed.

When the cursor reaches the bottom of the screen, WordPro 3 Plus/64 scrolls the lines up. For example, if you are moving the cursor down the text in a document that is 100 lines long, when the cursor reaches the last line displayed on the screen, it moves lines of text off the top of the screen as it scrolls the lines up. Text is not lost when it scrolls off the screen.

You can scroll the lines on the screen up or down until you reach the beginning or end of the Main Text area.

CLR/HOME

To move the cursor to the top left-hand corner of the screen (the HOME position), press the CLR/HOME key. Press the CLR/HOME key twice to move the cursor to the beginning of the text.

CLEARING THE SCREEN

To clear the screen, we must first enter the Erase Mode by pressing <CONTROL>, then e. To erase all text and move the cursor back to the HOME position, <PRESS> a (for ALL). The Erase Mode is explained in full detail later in this User's Guide. To clear your screen:

<PRESS> <CONTROL> (the <f7> function key)

When you first press the <CONTROL> key you will notice that the :C: on your Status Line "lights up" to indicate that you are in Control Mode.

then <PRESS> e

Notice that the Status Line indicates that you are in ERASE Mode.

then <PRESS> a

for erase "ALL".

The words "ERASE ALL" will appear on your Status Line, all your text will be erased, and you will exit Control Mode automatically. As we will ask you to clear your screen a few times in later Sections, type in a few words and then erase your text (clear your screen) by pressing:

<CONTROL> e then a

ABSOLUTE CURSOR MOVEMENT

The cursor may be moved to an "absolute" line number using the CONTROL function called GOTO. To activate the function press <CONTROL> g then <TYPE> (desired line number) <RETURN>.

example: <CONTROL> g <TYPE> 112 <RETURN> (goto line 112)

If you attempt to GOTO a line outside of the set-up range (as set in the power up procedure) the following error message will appear on your Status Line:

Line Out of Range _____ C= xx L= xx

The next section explains cursor control and screen editing in more detail. However, we suggest that you take a few moments to familiarize yourself with the cursor control keys before beginning the next section.

* * * * * * *

EXERCISE 3:

PRACTICING SCREEN EDITING

Screen editing enables you to move the cursor to any position on the screen and insert, delete or retype characters.

Step 1: Type the following text, then type numbers 0 through 9, followed by four asterisks (*). Notice that after you type the last asterisk, the cursor automatically moves to the beginning of the next line. Your screen should look like this:

```
Now is the time for all good men to come
 to the aid of their Party0123456789****
[]
```

Step 2: Now move the cursor back up to the last line of text by holding down the SHIFT key and pressing the CRSR LEFT/RIGHT key until the cursor rests on the zero. Notice that the cursor moves back to the end of the first line and that it does not delete any characters as it passes over them.

Step 3: To practice inserting characters, we will insert four asterisks (*) between the text and the numbers. The cursor is now on the number zero. If you inadvertently move the cursor past the zero, use your CRSR RIGHT/LEFT key to position the cursor on the zero. Once positioned on the zero, hold down the SHIFT key and press the INST/DEL key four times. This inserts four spaces after the cursor and moves the text located to the right of the cursor four spaces to the right. The four asterisks moved down (wrapped-around) to the next line. Your screen should now display:

```
Now is the time for all good men to come
 to the aid of their Party[]  0123456789
****
```

Step 4: The cursor should be over the first space after the letter "y" in the word "Party". Now <TYPE> ****. You have just inserted four characters in a line of text. However, there are still four asterisks on the next line.

Step 5: To delete the last four asterisks, press the CRSR LEFT/RIGHT key without the SHIFT key until the cursor moves to the beginning of the next line. Again press the CRSR LEFT/RIGHT key without the SHIFT key to position the cursor after the last asterisk. Now press the INST/DEL key four times, without the SHIFT, to delete the four asterisks on the line. The cursor is now at the beginning of the third line, and the four asterisks are gone.

Step 6: You can accomplish multi-space insertions and deletions by holding down the INST/DEL key either shifted (for insertions) or unshifted (for deletions). Practice this by moving the cursor over any letter "d" and pressing the shifted INST/DEL key for a few seconds. Now move the cursor over any letter "c" and press the unshifted INST/DEL key for a few seconds. Now you have seen how you can accomplish single character and multi-character insertions and deletions. This "repeat" function is also applicable to the cursor control keys. This allows you to easily move the cursor in all directions in an efficient manner. Before we move on, familiarize yourself with the cursor movement keys and try a few more insertions and deletions on your own.

Step 7: Clear the screen and return the cursor to the HOME position by pressing <CONTROL> e then a. The special functions of the <CONTROL> key (such as Erase Mode) will be discussed in detail later.

* * * * * * *

SECTION 3

WordPro 3 Plus/64 FUNCTIONS

TYPING, PRINTING AND MEMORIZING DOCUMENTS

This section explains how to enter text with imbedded formatting instructions to produce printed formatted documents. You will also learn how to save your text in a file to use over again.

The exercises in this section will teach you step-by-step how to type text with format commands, print a formatted copy, and save (memorize) the text on a diskette. It is recommended that you do the exercises in this section without interruptions.

This section contains:

- .Formatting Commands
- .Typing a Sample Page
- .Correcting Errors
- .Formatting and Printing
- .Memorizing Text
- .Erasing Text

* * * * * * *

LESSON 1

FORMATTING TEXT

If your screen still shows text from our previous example, clear the screen as follows:

<CONTROL> (the <f7> function key) e then a

Before you start typing a document or letter, you must set the margins just as if you were using a typewriter. However, with WordPro 3 Plus/64 you set the margins by using imbedded format commands in the text. The format commands also enable you to set page numbers, set line spacing, center lines of text, set right and left justification, leave blank lines, indent and release margins, and perform other useful functions and establish parameters. Imbedded format commands are like "on/off" switches. When a format command, i.e. centering, is encountered in the text it is "turned on" and all text after that point will be centered unless another imbedded format command is encountered that "turns off" centering. Similarly, if you initially set your left margin at 10 and want to change it later in your text (maybe to indent a paragraph), you would insert another format command that changes your left margin to a new value. As WordPro 3 Plus/64 processes your text for printing, it uses the imbedded format commands to arrange your text for printing. As text is processed, WordPro 3 Plus/64 reacts to the imbedded format commands that you have inserted/typed into the text and arranges the margins, centers text, underlines, and performs any other tasks that you have specified via your imbedded format commands.

A FORMAT COMMAND consists of two letters, which represent the abbreviation for the command name and a number. WordPro 3 Plus/64 follows the instructions of your imbedded Format Commands when you print out or OUTPUT a document. A copy of our example letter is stored on your System Diskette. Once you have completed all of the exercises you should recall the Example Letter on your screen, examine the imbedded Format Commands, and then compare it with the printout in Section 10 of this User's Guide.

A Format Line containing imbedded Format Commands is always preceded by a special character called a FORMAT CHECKMARK. This special character, symbolized by a CHECKMARK on your screen, tells WordPro 3 Plus/64 that the characters immediately after the checkmark are special FORMAT COMMANDS and should not be printed. A Format Checkmark is created by pressing the <CONTROL> key (to enter <CONTROL> mode <PRESS> the <f7> Key) and then the QUESTION MARK/SLASH (?/) key. Always press the <RETURN> key after the last character of the format command line to indicate to WordPro 3 Plus/64 that you have completed your format command line. Now press <CONTROL> and then the QUESTION MARK/SLASH key to familiarize yourself with the Checkmark command.

Throughout this User's Guide, we will use an @ (at-sign) to represent a Format Checkmark. Wherever you see an @ in a Format Line, it will represent a Format Checkmark.

Clear your screen again by pressing:

<CONTROL> e then a

* * * * * * *

FORMAT COMMANDS

All Format lines must begin with a Format Checkmark which is shown on your screen as a checkmark. In our examples, the **Format Checkmark will be represented by an "@".** A Format Checkmark is accomplished by pressing the <CONTROL> key, then the question mark-slash key. You would then type in the Format Commands, and end the "Format Line" with a <RETURN>. (In the following examples, the Format Checkmark will be represented by the "@" sign.) Most formatting commands can be imbedded in the same line as shown below. The few exceptions to this will be discussed later in this User's Guide. When imbedded commands are on the same line they must be separated by a colon as shown below.

Format Line Example: @lm10:rm75:pp66:pg50:cnl <RETURN>

rm (RIGHT MARGIN) Command

The rm command sets where on the printed page the right-hand side of the text will end. Like a typewriter, WordPro 3 Plus/64 uses numbered column positions. Most printers can print up to 80 characters on a line, although some can print as many as 164. If you do not enter a rm command, WordPro 3 Plus/64 automatically defaults to 75 as the right margin value.

example: @rm80 <RETURN> (sets the right margin at 80)

If you specify a right margin higher than 164, WordPro 3 Plus/64 displays the error message "Right Margin > 164" when you try to output to the printer. If you specify the right margin as zero (which is what you are doing if you forget to enter a number after the "rm"), WordPro 3 Plus/64 displays the error message "Right Margin = 0" when you try to output.

lm (LEFT MARGIN) Command

The lm command sets where on the printed page the left-hand side of the text will start, using numbered character positions as in the rm command. lm must be greater than zero. If you do not enter an lm command, WordPro 3 Plus/64 automatically uses 5 as the left margin value.

example: @lm10 <RETURN> (sets the left margin at 10)

As with the right margin, the left margin is in fact limited by the number of characters your printer can print on a line. WordPro 3 Plus/64 lets you specify a left margin as high as 164. However, the left margin must never be equal to or higher than the right margin. If you specify such an lm, WordPro 3 Plus/64 displays the error message, "Left Margin > Right Margin" when you try to output to the printer.

The left margin must not be zero. If you specify the left margin as zero (which is what you are doing if you forget to enter a number after the "lm"), WordPro 3 Plus/64 displays the error message "Left Margin = 0" when you try to output. Note that you may change margins as many times as you would like within a document by inserting Imbedded Format Commands throughout your document.

pp (SET PRINTER PAGE) Command

The pp command sets the "length of the page", that is, tells WordPro 3 Plus/64 the length of the sheets of paper you are printing on. With this information, WordPro 3 Plus/64 can use the paper feed mechanism on the printer to move the paper the correct distance to begin each subsequent page in the proper place. Standard size paper (8 1/2 by 11) has 66 lines top to bottom. International paper size is 72 lines top to bottom.

example: @pp66 <RETURN> (sets number of lines at 66)

pg (PAGING) Command

The pg command is used in conjunction with the pp command. It sets the maximum number of lines of text to be printed on the page. Even though a page can hold 66 lines of text, we normally leave room at the top and the bottom of the page. The pg command tells WordPro how many lines of text to actually print within the number of lines specified in the pp command before "ejecting/form feeding" to the top of the next printed page. pg must be a smaller number than pp (because you cannot print more lines on a page than there is room for). Unless you are working with a document that will be less than a full page you should enter both a pg and a pp command before you begin typing.

example: @pg50 <RETURN> (commands printer to print no more than 50 lines on the page)

The pg value must never exceed the pp value. If you specify a pg higher than the pp you specified, WordPro 3 Plus/64 displays the error message, "Paging > Printer Page".

NOTE: The uses of the pp and pg command will become self-evident during printing examples later in this User's Guide.

sp (SET LINE SPACING) Command

The sp command sets the line spacing of text produced when printing. WordPro 3 Plus/64 can produce text single, double or triple spaced. Enter 1 for single spacing (no blank lines between the lines of text), 2 for double spacing (one blank line) and 3 for triple spacing. If you do not enter an sp format command, WordPro 3 Plus/64 uses single spacing as you would in a normal letter.

example: @sp2 <RETURN> (commands printer to double space)

If you enter an sp command with a value higher than 3, the error message "Line Spacing > 3" will appear on the Status Line when you try to print the page.

cn (CENTERING) Command

The cn command centers each line of text between the left and right margins when it is printed. Entering a number "1" turns on centering, and entering a "0" (zero) turns it off. You may center individual lines or as many lines as you like. Once you turn centering on, it remains on until you turn it off.

example: @cn1 <RETURN> (turns centering on)

The cn1 command tells WordPro 3 Plus/64 to center all text on the page between the margins during printing (until centering is turned off). The cn0 command will turn the centering off and the rest of the document will revert to the margins given in the last format command.

In our format line example, centering is turned on (cn1).

example: @cn0 <RETURN> (turns centering off)

ju (JUSTIFICATION) Command

In many publications, the normal "ragged" right margin is lined up or printed in block form to make the page look neater. This is called "justification". WordPro 3 Plus/64 justifies by inserting "fractions of spaces" between words. The WordPro 3 Plus/64 manual you are reading was printed using the justification command.

The ju command specifies justification. As in the centering command, the number "1" turns justification on and "0" turns it off. Once you turn justification on, it remains on until you turn it off. If you do not enter a justification command, WordPro 3 Plus/64 keeps justification off.

example: @ju1 <RETURN> (turns justification on)

The justification command has been turned on, directing WordPro 3 Plus/64 to create consistent left and right margins throughout the document during printing.

example: @ju0 <RETURN> (turns justification off)

ra (RIGHT ALIGNMENT) Command

When typing a document, the text is usually even at the left margin. Justification lines up the text at both the left and the right margin. Right alignment lines up text at the right margin, at the expense of the left margin. That is, the right margin is lined up, but the left margin is ragged.

Entering a "1" with the ra command turns right alignment on; entering a "0" turns it off. Once you turn right alignment on, it remains on until you turn it off.

example: @ral <RETURN> (turns right alignment on)

NOTE: Centering takes precedence over both justification and right alignment. If you have used either the ju or ra commands, these commands do not apply while centering is turned on.

Right alignment takes precedence over justification. If you have used the ju command, justification does not apply while right alignment is turned on.

lf (LINE FEED) Command

Some printers require that the computer send a LINE FEED (move the platen up one line) along with each CARRIAGE RETURN (move the printhead mechanism back to the beginning of the line), while others generate their own. Normally, a printer can be set to generate its own LINE FEED (as is the case with the NEC Spinwriter and the CBM model printers). lf is normally in the OFF mode, but can be turned ON and OFF with the following commands:

example: @lf1 <RETURN> (turns on LINE FEED)
@lf0 <RETURN> (turns off LINE FEED)

NOTE: If your printer was typing on the same line (over and over), inserting an lf1 command at the beginning of your text would cause the printer to print correctly.

ln (LINES) Command

Although blank lines can be left in text by simply entering each required line as just a <RETURN>, a quicker, less wasteful method is to use the ln command. ln simply puts in the number of blank lines specified.

example: @ln2 <RETURN> (leaves two blank lines in text)

ma (MARGIN RELEASE) Command

Many times, it is desirable to have a paragraph with a leading descriptor outside the left margin (you can see an example of this in the Example below, where the STEP Numbers 1 and 2 appear to the left of the associated paragraph). This can be accomplished with the ma command. ma simply "releases" the left margin by the amount specified for the first line of the paragraph. To demonstrate this, consider the following example as it would appear on your screen:

```
@lm5:rm35:jul:ma3 <RETURN>
1. This is the first paragraph in this e
xample.  Another para-graph will follow
to show you how this command works.<R>
@lnl:ma3 <RETURN>
2. This is the second paragraph in our e
xample.  Once you see how this prints ou
t, you will realize the uses for ma.<R>
```

It will print out as follows:

1. This is the first paragraph in this example. Another para-graph will follow to show you how this command works.

2. This is the second paragraph in our example. Once you see how this prints out, you will realize the uses for ma.

SUPERSCRIPTS and SUBSCRIPTS

Superscripts and Subscripts are available on most letter quality printers. On certain printers, internal jumpers/connections must be made in order for the printer to perform these functions. If you encounter difficulties, reference the Printer Section and/or contact your Professional Software dealer.

Superscripts and Subscripts are accomplished by pressing <CONTROL> then 4 for Superscript and <CONTROL> then 6 for Subscript. These two CONTROL functions will display on your screen as a line across the top of the space (for Superscripts) and a line across the bottom of the space (for Subscripts). Depending on which Control function was used, the next character of text will be acted upon.

<CONTROL> 4 plus the character you wish to be Superscripted, or <CONTROL> 6 plus the character you wish to be Subscripted will cause the printer to print that character up or down half a line as required. Repeat the sequence for additional Superscripts or subscripts.

EXAMPLE: superscripts^{1}

is accomplished by:

<TYPING> superscripts <CONTROL> 4 1

EXAMPLE: subscripts$_{1}$

<TYPE> subscripts <CONTROL> 6 1

EXAMPLE: H_2SO_4 + HO_2S^2 * FORMULA B$^+$

<TYPE> H <CONTROL> 6 2 SO <CONTROL> 6 4 + HO <CONTROL> 6 2 S

<CONTROL> 4 2 * FORMULA B <CONTROL> 4 +

fp (FORCED PAGING) Command

Previously, the pg command was mentioned which would cause the printer to start a new page (eject/form feed/paging) once the specified number of lines had been printed. With the fp command, you can cause this "paging" to occur at other times. Forced Paging can take two forms; with and without a number after it.

If a number is not specified along with fp, then a "paging" will occur immediately, regardless of any other considerations. If there is a number specified, then "paging" will only occur if the number of lines left until the pg command is fulfilled is less than, or equal to, the specified number, i.e., an fp3 command would mean; if the next three lines cannot all fit on the current page, then "page" to the top of the page before printing continues..

```
example:  @fp   <RETURN> (page immediately)
          @fp3  <RETURN> (page if 3 or less lines remain
                         until the pre-set value for pg is reached)
```

NOTE: Forced Paging must be the last format command on a format line or must stand alone on its own format line.

cm (COMMENT) Command

Comments may be put in text with the cm command. cm lines will be ignored when the page is printed out, but will always display on the screen to relay information to the user during Edit Mode. NOTE: Comment lines should be on a line of their own, and cannot extend to the next physical screen line.

example @cm:This is a comment within text <RETURN>

It is an excellent idea to always start a document or letter with an imbedded comment line as the first line of the document. When you recall a file, the filename would appear in the comment line. This comment line containing the filename will be helpful in Saving/Replacing documents.

pt (PITCH) Command

This command is available on most letter quality printers. In normal mode, most printers print in what is known as "10 PITCH" (10 characters per inch), while other accepted standards for character spacing are "8, 12 and 15 PITCH" (8, 12 and 15 characters per inch). The pitch size can be changed with the pt command.

example: @pt8 <RETURN> (sets printer to 8 Pitch)
@pt15 <RETURN> (sets printer to 15 Pitch)

NOTE: Only 8, 10 12, and 15 pitch are allowed, any other will result in the error message "Illegal Pitch".

fa (Form Advance) Command

Form Advance (number of verticle lines per inch) is available on most letter quality printers. With this command, you may choose between 4, 6, 8, and 12 lines per inch. The default value is 6.

example: @fa6 <RETURN> (sets lines per inch to 6)
@fa8 <RETURN> (sets lines per inch to 8)

NOTE: Standard 8-1/2" x 11" paper will accommodate 66 lines of type. International paper standards contain 72 lines of type. Changing the fa value will change the number of lines that the paper will handle and will affect the number that you assign as your pp value.

vp (Vertical Positioning) Command

At times, you may not wish to have the text start right at the top of the page. You could start printing further down on the paper by moving the paper, but this would mean changing the pg (and other parameters not yet discussed). The vp command will automatically leave the specified number of blank lines at the top of each page, as well as handle all other considerations.

```
example:   @vp3 <RETURN> (leaves 3 blank lines at
                 the top of the page)
           @vp0 <RETURN> (disables the vp command)
```

PAUSE COMMAND

PAUSE is an imbedded format command that allows the printer to be stopped automatically at the end of any paragraph within the text. The format command "@ps: message here <RETURN>" used on a line by itself will automatically halt the printer at that point in order to change a thimble style, etc. Press the c key to continue, or the <CONTROL> key to cancel. Any short message placed after the colon will appear on the Status Line to remind you of the action that should be taken. For example, if the command "@ps:Change to ITALICS <RETURN>" was used, the message "Change to ITALICS" would appear on the Status Line when that spot in the file was reached, and the printer would wait for the operator to change the daisy-wheel element or thimble, assuming of course that a suitable printer was in use.

* * * * * * *

LESSON 2

TYPING A SAMPLE PAGE

Step 1: Clear your screen again by pressing <CONTROL> e then a. Type the sample paragraphs EXACTLY as they appear, including the errors. You will learn how to correct the errors in the next exercise.

Remember, press the <RETURN> key only at the end of each paragraph. Each imbedded FORMAT command line (first line in the example below) must also be followed by a <RETURN>. The <RETURN> key is graphically represented on the screen by an ARROW LEFT. A Format Checkmark (<CONTROL> QUESTIONMARK/SLASH key) is represented on your screen as a checkmark but is shown in our example as an "@".

1) Pressing <RETURN> displays an ARROW LEFT on your screen.

2) In our example below, an "@" represents a Format Checkmark (produced by pressing <CONTROL> QUESTIONMARK/SLASH key.

Everywhere that you see an "@" you should enter CONTROL Mode then press the QUESTIONMARK/SLASH key (the :C: on the Status Line will be highlighted). Watch your Status Line, the :C: should highlight every time you enter CONTROL Mode and "unlight" every time you exit CONTROL Mode). Pressing the <CONTROL> then the QUESTIONMARK/SLASH key will produce a format checkmark on your screen.

```
@cm:sample 1 <RETURN>
@lml2:rm75:jul:pp66:pg60 <RETURN>
Professional Software Inc. will unveil W
ordPro 3 Plus, a Wordprocessor, at the 1
978 Consumer Electronics Show.  WordPro
3 has the capability to handle even the
toughest of Word Processing problems.  N
ot only present problems, but future pro
blems as well.  The video display makes
it easy to perform the most complex of "
cut-and-paste" operations.  The search a
nd replace capability makes the tailorin
g of standard contracts almost autoamtic
.<RETURN>
<RETURN>
After only a few hours of instruction, a
capable typist can be producing with Wor
dPro 3.  Even the more sophisticated tas
ks are mastered in a short time.<RETURN>
<RETURN>
However, the most most outstanding featu
re of this new system is the price.  Wor
dPro 3 cost a fraction of what other Wor
d Processors cost with the same capabili
```

ties. It is cost effective for even the
smallest business office to esu Word Pro
cessing.<RETURN>
<RETURN>
If you would like to learn more about Wo
rdPro 3, contact your local WordPro deal
er. He will be happy to set up a demons
tration for you.<RETURN>

Step 2: Since the sample page is longer than 25 lines, press the CLR/HOME key twice to move the cursor to the beginning of the text.

* * * * * * *

LESSON 3

CORRECTING ERRORS

Step 1: The first error is on lines 11 and 12. As you move the cursor down by pressing the CRSR key, watch the Line Counter on the right side of the Status Line. When it reaches 11, the cursor is on line 11. Line 11 reads:

cut-and-paste" operations. The search a

"search and replace" should be "search-and-replace". To change the space to a hyphen, use the CRSR keys to move the cursor to the space. Now press the hyphen (-) key. The space is replaced with a hyphen. Now move the cursor to the space between "and" and "replace" and change that space to a hyphen.

Step 2: Move the cursor down to the next error, which is on line 13. Line 13 reads:

g of standard contracts almost autoamtic

To correct the misspelling, move the cursor to the second "a" in "autoamtic". Type an "m" there. The cursor moves to the next position. Type an "a" to replace the incorrect "m".

Step 3: Move the cursor down to line 23, which reads:

dPro 3 cost a fraction of what other Wor

The word "cost" should be "costs". Move the cursor to the space after the "t" in "cost". Insert an extra space by holding down the SHIFT key and pressing the INST/DEL key once. Now press the "s" key to enter the "s" in the space you just made.

Step 4: The next error is in line 26, which reads:

smallest business office to esu Word Pro

Move the cursor to cover the "e" in "esu". Now, overstrike "esu" with "use".

Step 5: The last error is in line 21. Hold down the SHIFT key and the CRSR key until the cursor is on line 21. This line reads:

However, the most most outstanding featu

Move the cursor to the right and position it in the space between the first "most" and the second "most". Press the INST/DEL key five times to delete the extra "most" and the extra space.

Check the rest of the page for typing errors. Scroll the last paragraph up from the bottom by moving the cursor to the bottom of the screen. Continue to hold the CRSR key down until the last paragraph of the sample page is displayed on the screen. Scrolling upwards can be accomplished in the same manner by holding down the SHIFT key and then pressing the CRSR key.

If you made any typing errors, please correct them using the editing techniques already explained. There were no other programmed errors in the sample copy.

* * * * * * *

LESSON 4

FORMATTING AND PRINTING

WordPro 3 Plus/64 formats text as it prints out a copy according to the formatting commands imbedded in the text. We will use the Output Mode to print out our sample text.

Output Mode

To access the Output Mode, press <CONTROL> then o (lower case letter o). The Status Line displays:

OUTPUT _____ : : : X

There are five options you can use with the Output Mode. Three options will be discussed here, the last two options will be discussed in detail in the Advanced Formatting and Printing section of this manual. To return to EDIT Mode, press <CONTROL> again.

EXERCISE 2:

PRINTING THE FORMATTED SAMPLE PAGE TO THE PRINTER

Follow the steps below to produce a formatted copy of the example paragraphs on the printer. If necessary insert a piece of paper into your printer.

Step 1: Press <CONTROL>, then the letter o to indicate that you want to use the Output Function. The Status Line now changes to:

OUTPUT _____ : : : X

Step 2: PRESS <RETURN>. The printer is now printing your sample page.

You have just printed one copy of one page - the simplest level of the Output function. Take a few moments to admire your work. In the next lesson you will learn how to save this example page for future use.

NOTE: If your printer did not function and you are not familiar with the operation of your particular printer, check all obvious potential trouble areas such as paper feed, power on, ribbon/thimble installations, ribbon alignment, etc. If you are using a NEC Spinwriter modified for use with CBM computers, reference our printer section for a few suggestions. If you are unable to get your printer to operate, contact your dealer immediately.

OUTPUT MODE OPTIONS

1. Printing A One-Page Document

If you press the <RETURN> key after entering OUTPUT Mode, WordPro 3 Plus/64 prints the first page of text. If the pp and pg have not been set, WordPro 3 Plus/64 prints all of the text as one long continuous page.

This option is useful for printing a one-page document, or to print a document and stop the printer after each page.

2. Multi-Page Continuous Printing

After entering the OUTPUT mode, press c then <RETURN> to make WordPro 3 Plus/64 print continuously. The Status Line now displays:

OUTPUT _____ : : C : X : ____

WordPro 3 Plus/64 prints the text continuously without stopping after each page.

example: <CONTROL> o c <RETURN>

If your document is multi-page and you would like to output one page at a time, press <CONTROL> o <RETURN>. After each page has completed printing, <PRESS> c to continue.

3. Printing Multiple Copies

To print more than one copy, enter the OUTPUT mode, then press the "c" key (if continuous printing is desired), then the "x" key followed by a number (maximum 255) representing the number of copies desired. If you type "x" without a number, WordPro 3 Plus/64 prints one copy. The "x" command must be the last entry of the Output options.

example: <CONTROL> o c x 3 <RETURN>

This example would output 3 copies continuously and then stop.

Stopping The Printer

To stop printing at any time, press the RUN/STOP key. WordPro 3 Plus/64 finishes printing the current line, then stops. At this point you can press the "c" key to continue printing or the <CONTROL> key to completely terminate printing. The message "Output Aborted" will appear on your Status Line to indicate the termination of printing.

* * * * * * *

LESSON 5

MEMORIZING (RECORDING) TEXT

Text in both the Main Text area and Extra Text area remain in the WordPro 3 Plus/64 "memory" only as long as the power remains on. To permanently save text, we will MEMORIZE (or store) it onto a diskette. MEMORIZING is the process of recording text onto the diskette. Text stored on a diskette is sometimes referred to as a TEXT FILE.

You can think of this process like the sound track on a phonograph record. The sound track is the stored text (file) and the phonograph record is the diskette.

A file is a group of characters stored on a diskette under a specified title or file name. WordPro 3 Plus/64 accepts file names up to 16 characters long. **A file name CANNOT contain asterisks (*), commas (,), colons (:), semi-colons (;), questionmarks (?), or quotes (").** In addition, the first letter of the file should be an alphabetic character as opposed to a number. A file name may contain spaces.

Before you can store the sample page in a file on a brand new diskette, you must "new" or "format" the diskette. Follow the steps shown below.

Newing (Formatting) A Diskette

Step 1: Insert a brand new diskette (or a diskette that can be "written over") into the disk drive.

Step 2: Press the <CONTROL> (<f7>) key. Notice that the :C: is highlighted on the Status Line. You are now in the Control Mode and WordPro 3 Plus/64 is waiting for a command.

Step 3: Now press the Wedge ">" or Period . key. The Period key (when preceded by the <CONTROL> key) tells WordPro 3 Plus/64 that you will be giving it disk commands. The following prompt appears on the Status Line:

```
>
```

The cursor is waiting after the > for a disk command. In this case, we must specify a disk drive number, a diskette name, and a two-character identification number for the diskette. This information is recorded on a special area of the diskette called the Directory.

You will now tell WordPro 3 Plus/64 that you want to "NEW" the diskette, that the diskette is in drive number 0, and the name you want to give the diskette is Practice. Since this is the first diskette you have used, its disk ID number is 01.

<TYPE> n0:Practice,01 <RETURN>

The disk drive light comes on, and you can hear humming and clicking sounds. When the disk drive indicator light goes out, the diskette is ready to record files. This initial process of preparing a diskette is called "newing" and takes about 3 minutes to complete. This process only has to be performed ONCE PER DISKETTE WHEN THE DISKETTE IS PREPARED FOR USE THE VERY FIRST TIME. **NEWING will also erase all files stored on a used diskette** and allow it to be used again as a "fresh diskette".

NOTE: If the light of your Disk Drive flashes RED, perform these steps again with another diskette.

FILE MODE

We are now ready to memorize/store your sample letter. To memorize text from the memory to a diskette, we use the FILE Mode. To enter the FILE Mode, <PRESS> <SHIFT> CLR/HOME, i.e., hold down the SHIFT key and press the CLR/HOME key. The Status Line displays:

Recall,Memorize,or Insert C= xx L= xx

<PRESS> m for Memorize. The Status Line displays:

MEMORIZE - DRIVE # ? C= xx L= xx

Type the drive number that contains the document diskette you want to store the file on (in this case Drive 0, so <TYPE> 0). The Status Line displays:

MEMORIZE 0: C= xx L= xx

<TYPE> sample 1 <RETURN>. The screen will now display:

MEMORIZE 0:sample 1 C= xx L= xx

When WordPro 3 Plus/64 finishes storing the file named sample 1, the Status Line displays the word "Stored" and the drive number and the filename.

The Status Line now reads:

Stored - 0:sample 1 _____ C= xx L= xx

Stored :Indicates that the text in the memory of WordPro 3 Plus/64 is now recorded in a file on a diskette.

0: :Indicates the number of the disk drive containing the diskette on which the file was recorded.

sample 1 :This is the file name.

Your sample paragraph is now stored on diskette.

You may cancel FILE Mode by pressing the <CONTROL> key. The screen displays the last screen of text that was just saved. Notice that when you memorize text you do not erase it from the screen.

* * * * * * *

LESSON 6

ERASING TEXT (ERASE Mode)

After text is memorized in a TEXT FILE on a diskette, you can clear the memory. To clear all the memory or a portion of the memory, use the ERASE Mode described in the steps below:

Step 1: Position the cursor about half way down your text on the screen, and a few characters into a line.

Step 2: PRESS <CONTROL> and then <PRESS> e. The Status Line displays:

Erase _____ C= xx L= xx

Indicating that you are now in the Erase Mode. (You can cancel the Erase mode before any "damage" is done by pressing the Control key.)

Step 3: Erase everything from the cursor onward by <PRESSing> r (for REMAINDER). Note that the remainder of the line the cursor was on was ERASED as well as all the text below it.

Step 4: Erase entire text by pressing <CONTROL> e a (for Erase ALL).

Erasing commands "r" , "a" and "l" are explained more fully on the next page. Once you have entered the ERASE mode (<CONTROL> then e) pressing the letters above will produce the results indicated in the ERASE Command Summary on the following page.

* * * * * * *

SUMMARY OF

ERASE MODE COMMANDS

Erase Mode is established by <CONTROL> e, and is followed by:

a — All -- erases all of the characters in the memory, then positions the cursor at Line 1, Character 1.

r — Remaining -- erases all the text on, and beyond the current cursor location.

l — Line -- erases a specified range of lines. A "range" must have been previously set (RANGE functions will be explained later in this User's Guide).

After pressing <CONTROL> e, the Erase mode can be aborted by pressing <CONTROL>.

After an Erase function is completed, you will automatically exit Control Mode.

* * * * * * *

SECTION 4

EDITING TEXT

This section explains how to initialize a diskette for daily use, recall a file from a diskette, call a Diskette Directory, as well as additional editing features of WordPro 3 Plus/64.

Inserting, deleting and rearranging text can be done quickly with <CONTROL> functions, such as moving and duplicating sentences and paragraphs. A SEARCH and REPLACE function enables you to quickly search for strings of text and replace them with new text.

Each lesson in this section explains an editing function. A practice exercise using the sample page typed in Section 3 follows each lesson.

This section contains:

- .Calling a Diskette Directory
- .Initializing a Diskette and Recalling Text
- .Deleting words, sentences and lines
- .Inserting words, sentences and lines
- .Moving and Duplicating Lines of Text
- .Search and Replace
- .Updating Text Files on Diskette

* * * * * * *

LESSON 1

CALLING A DISKETTE DIRECTORY

When a diskette is prepared for use for the very first time, the diskette must be "NEWED" or "FORMATTED". This process stores a diskette name and diskette number on a certain portion (track) of the diskette. This area of the diskette also holds the names of the files that have been stored (memorized) on the diskette. This area of the diskette is called the Directory. Of course, knowing what is stored on your diskettes is extremely important and the Directory is a very important function.

To call up a diskette Directory press <CONTROL>, the number 0 ogc then <RETURN>.

Directory # 0 ? C= xx L= xx

As calling a Directory will ERASE any text that was previously displayed, you now have an option to cancel the function by pressing <CONTROL>. If the function is not cancelled, the Directory may be called by pressing <RETURN>. Pressing <RETURN> will erase the "?" and the requested directory will be displayed.

The indicator light will activate momentarily when a directory is called. This will call up the Directory on the diskette residing in drive #0 (our System Diskette). The screen now displays: (Do not be concerned if your directory is slightly different.)

```
Disk Drive # 0: WordPro 3 Plus/64

     boot
     wordpro 3 plus/64
     example letter
     linked letter
     linked letter 1
     linked letter 2

    Blocks Free = XXX
```

As you store more and more FILES on your diskettes it may sometimes be troublesome to keep track of what is stored on your diskette. With WordPro 3 Plus/64 we have constructed your directories for easy output printing. To print out a directory (once called to the screen), press <CONTROL> o (to enter the OUTPUT mode) then <RETURN>. This will print out your diskette Directory for easy reference.

example: <CONTROL> 0 <RETURN> (number 0)

(calls directory, wait a moment)

then <CONTROL> o (letter o) <RETURN>

The above series of Commands will call the directory from Drive #0 to the screen, then print it out on the printer.

NOTE: When you call up a directory on the screen (in Main Memory), the directory erases the text that was previously displayed. If you have text in Main Memory and you wish to view a directory you must save your text on a diskette if you wish to use it again. Later in this User's Guide we will explain how to use the Extra Text area to view directories without disturbing the text in Main Memory. In addition, when calling up a directory, the error indicator light will activate momentarily; this is a normal operation.

* * * * * * *

LESSON 2

INITIALIZING A DISKETTE AND RECALLING TEXT

Each time you insert a diskette into a disk drive during daily use, you need to inform WordPro 3 Plus/64 that the diskette is there. This process is called "INITIALIZING".

Initializing a Diskette

Initializing enables the Disk Drive unit to accurately "read" the diskette name and id numbers stored on the diskette. Initializing also positions the "read/write head" for proper reading and writing/storing of the files on the diskette. To initialize a diskette, press the RUN/STOP key. The Status Line displays:

Initialize _____ C= xx L= xx

Type the number of the disk drive (0) that contains the diskette. The Status Line displays:

Initialize Drive # N _____ C= xx L= xx

After a few seconds, the diskette is now initialized and ready for use.

Recalling Text

Once text is memorized in a FILE and erased from the screen "memory", you must recall the FILE back into main memory to use or edit it again.

Hold down the SHIFT key and press the CLR/HOME key to enter the FILE Mode. The Status Line displays:

Recall,Memorize,or Insert _____ C= xx L= xx

<PRESS> r to indicate Recall. The Status Line displays:

RECALL _____ C= xx L= xx

Type the exact name of the file (or the first few characters and then an asterisk "*") to be recalled and press the <RETURN> key. Ensure that you type the exact name of the file (as it was stored). The file will be loaded from diskette and displayed on your screen.

<TYPE> sample* <RETURN>

You can now edit or print the TEXT.

* * * * * * *

EXERCISE 1:

INITIALIZING AND RECALLING

In this exercise you will initialize the diskette that contains your sample text and recall the text into memory to use the editing exercises in this Section. If your equipment is turned off, turn it on and load WordPro 3 Plus/64. Repeat Exercises 1 and 2 in Section 2 if you are having trouble remembering the procedures.

Step 1: Insert (if necessary) the diskette with the "sample 1" TEXTFILE into Drive #0.

Step 2: Initialize the diskette by <PRESSing> the RUN/STOP key and then <PRESS> the number 0. Re-initializing a diskette is harmless.

Step 3: Recall the file "sample 1" from the diskette. Enter the FILE mode by pressing <SHIFT> CLR/HOME. The message "Recall, Memorize or Insert" should appear on the Status Line. Now <PRESS> r then <TYPE> sample 1 <RETURN>.

Your text will now be recalled and displayed on the screen. You will use this text in the editing exercises that follow. Notice that when you recall a file it erases (overwrites) existing text. In this case notice that the directory from our previous example was erased and replaced by your sample 1 document.

Notice that the red activity light lights up on the drive when it is being used.

Loading From the Directory

Call a diskette directory on drive #0:

Press <CONTROL> 0 (zero) <RETURN>

Notice that calling a directory erases all previously displayed text. When you have a directory up on the screen, you can automatically read the file name directly from the screen via the "Screen Read Function". This saves you the trouble of having to type the file name in manually. Bring your cursor straight down to the space in front of the file name that you wish to load (in this case "sample 1"), then enter the File Mode and <PRESS> r for RECALL as usual, but when WordPro 3 Plus/64 asks you for a file name, instead of typing in "sample 1" just <PRESS> the £ key. The file name will automatically appear on your Status Line. Pressing <RETURN> will automatically load the specified file.

This "Read From The Screen" function is very useful and can be used to easily store/replace textfiles. If you always have your file name on your first line (as a comment line, i.e., @cm:filename) you can easily store/replace files by moving the cursor directly over the first character of the file name (on your comment line), entering File Mode, pressing "m" for Memorize, pressing the "£" key (this "reads the screen" and inserts the file name in the Status Line), and then <RETURN>.

* * * * * * *

LESSON 3

DELETING WORDS, SENTENCES AND LINES

The Delete funtion enables you to delete words and sentences from your text faster and more easily than using the INST/DEL key. To enter the Delete mode, <PRESS> <CONTROL> then <PRESS> d. The Status Line now displays:

Delete _____ C= xx L= xx

There are three options you can use with the Delete function, delete Words, delete Sentences, or delete Lines.

Deleting Words

To delete a word, position the cursor at the beginning of a word you want to delete in your sample paragraph and enter the DELETE Mode. Type "w" to indicate word. WordPro 3 Plus/64 highlights the word and space after it to show you what will be deleted. Press the <RETURN> key to delete the word. Once in DELETE Mode, the "w" or "s" commands may be used repeatedly before pressing <RETURN>.

example: <CONTROL> d THEN w <RETURN>

To cancel the Delete Mode and return to the EDIT Mode, press the <CONTROL> key (rather than the <RETURN> key which executes a delete function).

Deleting Sentences

To delete a sentence in the Delete Mode, position the cursor on the first character of a sentence that you would like to delete. Type "s" to indicate sentence. The sentence (comprised of all characters until a period/decimal is encountered) highlights on the screen. Press the <RETURN> key to delete the sentence.

example: <CONTROL> d THEN s <RETURN>.

Press the <CONTROL> key to cancel the DELETE function.

Practice a few other word or sentence deletions on your own.

Deleting Lines

To delete an entire screen line of text (40 characters), rather than individual sentences, position the cursor anywhere on a line you want to delete. Press the <CONTROL> key then <PRESS> the INST/DEL key. WordPro 3 Plus/64 deletes the line and those below scroll up to fill the gap. At this point, every time you press the INST/DEL key you will DELETE one line. Press the <CONTROL> key again to cancel the function.

example: <CONTROL> <PRESS> INST/DEL

This will erase the entire line on which the cursor rests.

(press <CONTROL> again to cancel)

You must exit the Control Mode to de-activate the Delete Mode.

* * * * * * *

LESSON 4

INSERT MODE

Using WordPro 3 Plus/64, inserting characters, words, sentences, and lines into text is extremely easy.

Inserting Characters, Words, and Sentences

To insert characters, words, and sentences into text, use the INSERT Mode. Position the cursor in your sample paragraph where you want to insert text. Hold down the SHIFT key and PRESS the <CONTROL> key. The :I: on the Status Line highlights to indicate the Insert Mode. Type the text you want to insert. WordPro 3 Plus/64 moves all the characters to the right of the cursor position as you type. Hold down the SHIFT key and press the <CONTROL> key again to exit from the Insert Mode and return to the Edit Mode.

Inserting Sentences

To insert sentences into text, use Insert Mode as explained in the steps below.

Step 1: Position the cursor where you would like to insert a sentence. Enter the INSERT mode by holding down the SHIFT key and the <CONTROL> key, then release both keys. The :I: on the Status Line lights up to indicate Insert Mode.

Step 2: <TYPE> the following sentence:

Not only does WordPro 3 Plus/64 solve today's problems, but it can solve future problems as well.

Step 3: To Cancel INSERT Mode, hold down the SHIFT key and press the <CONTROL> key. (The :I: on the Status Line will "go out".) Using the Insert Mode, you can insert words, and sentences between any two words, any two sentences, or between characters.

Inserting Lines

To insert blank lines between text, use the shifted INST/DEL key. Position the cursor at the beginning of a line in your sample paragraph where you want to insert. Press the <CONTROL> key. Hold down the SHIFT key and press the INST/DEL key twice. WordPro 3 Plus/64 moves the lines of text down to make room for the two lines that you inserted. Notice you are still in Control Mode. Press <CONTROL> to exit.

* * * * * * *

LESSON 5

MOVING LINES OF TEXT

You can move lines of text from one place in a document to another with the TRANSFER function. The Transfer function moves the text by transferring it to a new position and deleting it from its original position. To practice transferring text, you will make the last paragraph on the sample page into the second paragraph, and then transfer it back to the end of the page.

Step 1: Before you can move lines of text, you must set the RANGE of lines to be moved. To set a RANGE, position the cursor anywhere on the first line to be transferred. Press <CONTROL> and then r (for RANGE). The Status Line displays:

Range _____ C= xx L= xx

Step 2: The line of text highlights. Highlight all of the lines of text you want to transfer by pressing the CRSR/DOWN key. If you highlight too many lines, use your CRSR/UP key to adjust.

Step 3: When you have completed setting the RANGE for transfer, i.e., all the text you want to Transfer is highlighted, press the <RETURN> key. The highlighting turns off, but you will notice that the lines put in Range have not changed.

Step 4: Position the cursor on any line where you want transferring of text to begin (remember, the lines to be transferred are INSERTed into the text above the cursor).

Step 5: To transfer these lines, press <CONTROL> and then t (for TRANSFER). The Status Line displays:

Transfer _____ C= xx L= xx

WordPro 3 Plus/64 transfers the lines of text to the new position and deletes them from the original position.

Step 6: Now move the paragraph back to the end of the page.

- Move the cursor to the beginning of the text you want to transfer.
- Set the RANGE by pressing <CONTROL> r. Then use the CURSOR UP/DOWN keys to highlight the text, then press <RETURN>.
- Move the cursor to the line below where you want to move the text.
- Transfer the paragraph to its original position by <CONTROL> t.

Refer to Steps 1 through 5 if you have any trouble remembering the commands. Practice transferring any other text at your discretion.

* * * * * * *

LESSON 6

SEARCH AND REPLACE

WordPro 3 Plus/64 can automatically replace up to 30 characters of text with new text when you use the Search and Replace function. The Search and Replace function can be used "Locally" or "Globally". Using this function locally will affect only the text that is currently in the Main Memory. Using this funtion globally will affect all "linked" files stored on the diskette. Global operations, via linked files, are discussed later in this User's Guide. A Search and Replace exercise will follow the explanation. A textstring is any text up to 30 characters used with any search and replace function.

To enter a "Search and Replace" string, press <CONTROL> and then @ (at-sign). The Status Line displays:

Search C= xx L= xx

If any search textstring had been previously defined, it would now appear on the Status Line. If no search textstring had previously been defined, a number may appear as your search textstring. You could accept that search textstring by simply pressing <RETURN>. If you want to search for other text, just type it in, and the old search textstring will disappear. When you are finished, press <RETURN>. (Note: the Search Textstring can accommodate a maximum of 30 characters). The Status Line displays:

Replace C= xx L= xx

If any replacement textstring had been previously defined, it would now appear on the Status Line. You could accept that replacement textstring by simply hitting <RETURN>. If you want a different replacement textstring, just type it in, and the old replacement textstring will disappear. When you are finished, press <RETURN>. (Note: the Replacement Textstring can be as long as 30 characters). The Status Line displays:

Search and Replace C= xx L= xx

For now, we want to Search and Replace only in the MAIN Text area. To do this, press the letter "l" (for LOCAL). The Status Line displays:

Search and Replace (LOC) C= xx L= xx

The WordPro 3 Plus/64 memory searches the text for occurrences of the Search Textstring and replaces them with the Replace Textstring.

The "?" character has been programmed as a "wild card" character and will match any character. For example, if you wish to search for Jim and Tim, searching for ?im will find both Jim and Tim.

Follow the steps below to change all of the occurrences of "WordPro 3 Plus" in the sample page to "Word Pro III". Recall the Sample Page if necessary.

Step 1: Press <CONTROL> and then <PRESS> @ (at-sign). The Status Line displays:

Search : [previous search string]

Step 2: <TYPE> WordPro 3 Plus <RETURN>. The Status Line changes to:

Replace: [previous replace string]

Step 3: <TYPE> Word Pro III <RETURN>. The Status Line now displays:

Search and Replace C= xx L= xx

Step 4: Press the letter "l", which stands for LOCAL. At this point you will see that WordPro 3 Plus/64 is "searching" for all the occurrences of "WordPro 3 Plus" and replacing them with "Word Pro III".

Step 5: Because you carried out a "LOCAL" function, the change has been made only in Main Text and does not affect the Textfile stored on diskette. To retain the correction it would be necessary to re-memorize the file onto the disk. Read the next lesson and then follow the exercise to re-memorize the file.

Note: The Search and Replace function searches for the exact characters that you specify in the "Search and Replace" textstring. If you want to locate all of the words "the" and replace them with the characters "xxx" you would enter space "the" space as the search string. This would locate all of the words "the" preceded by a space and ending with a space. If you entered just "the" as your search string this function would also replace the letters "the" in the words "their", "them", "these", etc.

* * * * * * *

LESSON 7

UPDATING TEXT FILES

Whenever you make changes to a file, you must re-memorize the text to save the updated text. This is usually referred to as "updating" or "replacing" a Textfile. This is the same procedure that is explained in Lesson 6, Section 3 (Memorizing). Review this Lesson if necessary. However, if you are entering a file name that already exists, WordPro 3 Plus/64 will ask if you wish to REPLACE it with the UPDATED file of the same name. This is because WordPro 3 Plus/64 will not allow two Textfiles on the same diskette to have the same name.

REPLACE? N:[file name] C= xx L= xx

You will note that the word "REPLACE?" is highlighted to draw your attention should you be unaware of the textfile name duplication. To Replace the file on the diskette with the updated text in memory, press the <RETURN> key. If you do not want to replace the file on the diskette, press the <CONTROL> key to abort. The Replace option enables you to easily update documents without renaming them.

Once you have pressed <RETURN> to tell WordPro 3 Plus/64 to replace your file, the Status Line will change to:

REPLACE N:[file name] C= xx L= xx

The word "REPLACE" will NOT be highlighted, and the "?" has now disappeared. As with the Memorize function, once the operation is complete the Status Line will show:

Stored - N:[file name] C= xx L= xx

Replacing Files

To save the changes you made (still on your screen) during the previous exercise, replace the Textfile named "sample 1" on the same diskette. Follow the steps below:

Step 1: Enter the File Mode by pressing <SHIFT> CLR/HOME.

Then <PRESS> m (for MEMORIZE) and the number 0.

Then <TYPE> sample 1 <RETURN>.

Step 2: Your Status Line displays:

REPLACE? 0:sample 1 C= xx L= xx

indicating that there is already a file by that name on your diskette.

Step 3: You do want to Replace the old sample 1 file with the new sample 1 file, so press <RETURN>. WordPro 3 Plus/64 replaces the sample 1 file on the diskette with your updated text.

Step 4: We will now replace the file again (as if we had just finished updating it) using the "Screen Read" function. The first line of your sample letter is an imbedded format line that contains the file name "sample 1" as an imbedded comment. Move the cursor directly over the letter "s" in the file name, enter the file mode by pressing <SHIFT> CLR/HOME then press m "for memorize", then the number 0. Now, instead of typing in the file name, just press the British Pound Sign (£) key to "read" the file name directly from your comment line. Then press <RETURN>. After the word REPLACE? appears, press <RETURN> again to REPLACE your file.

Notice how easy it is to REPLACE files using the "Screen Read" function via use of the "£" Key. As REPLACING files is an everyday event, take a moment to review Step 4.

To prepare for the next lesson, clear your screen by pressing <CONTROL> e then a.

* * * * * * *

SECTION 5

ADVANCED FUNCTIONS

This section describes the advanced capabilities of WordPro 3 Plus/64. These functions include additional formatting features such as automatic page numbering, headers and footers, underlining text, hyphenation, column add/subtract, and Superscripts/Subscripts. The Extra Text Mode and Numeric Mode are also explained in this section.

With the Extra Text Mode you can write and store "standard" or "boilerplate" paragraphs to use over and over again in letters and documents. You can also produce form letters manually or automatically with the Variable Blocks feature.

The Numeric Mode enables you to easily type columns of numbers containing equal decimal places. WordPro 3 Plus/64 automatically lines up the numbers. Setting and clearing tabs is also explained under Numeric Mode.

Two advanced editing features are also explained in this section; the FIND Function and GLOBAL SEARCH AND REPLACE. Global Search and Replace enables you to search and replace through a series of linked files. The HUNT function is also explained. This function enables you to search for strings of text without changing the text.

This section includes:

- .Advanced Formatting Features
- .Using the Extra Text Mode
- .Using the Numeric Mode
- .Column Add/Subtract
- .Advanced Editing Features

* * * * * * *

LESSON 1

ADVANCED IMBEDDED FORMATTING FEATURES

This lesson explains the advanced formatting features of WordPro 3 Plus/64: setting headers and footers, underlining, specifying a forced space, and hyphenation.

The Header (hd) And Footer (ft) Commands

The head (or header) is a line which appears at the top of every page of text in your document. The footer is a similar line which appears at the bottom of every page. Either the header or the footer can contain a title, page number, or other material you want printed on every page (such as "Confidential" or "Preliminary"). You may specify a header, a footer, or both a header and a footer.

When you include a header (hd) or footer (ft) command in the text, it must be on a format line by itself or the last format command on a format line. It is good practice to put the hd and ft commands on format lines by themselves.

The hd or ft is always followed by a number. In the hd command, this number specifies how many blank lines will be printed between the header line and the beginning of the text on the page. In the ft command, the number specifies how many lines from the bottom of the page the footer lines will be printed.

Before specifying the hd or ft numbers, be sure to check your pp and pg commands. The top-of-page and bottom-of-page margins must be large enough to include the lines where you are specifing the header or footer to appear. For example, if your pp and pg commands specify six blank lines at the bottom of the page, your ft value should not be more than 5.

After the hd or ft number, enter a colon or a semi-colon. Next you specify the contents of the header or footer. Each header or footer has three fields -- left, center, and right. The contents of the left field start at the left margin. The contents of the center field are centered on the page. The contents of the right field are right aligned. You may put text into any or all of these fields.

After the colon in the hd or ft command, enter the contents of the left field, a comma, the contents of the center field, a comma, and the contents of the right field. If you omit the left or middle fields, do not omit their commas, because WordPro 3 Plus/64 counts the commas to tell what field you are specifying. For example, if you want text only in the center field, be sure to put a comma before it (but not after it), or WordPro 3 Plus/64 will think you are specifying the left field contents.

If you want the header or footer to include a page number, enter the symbols <> where you want the page number to appear. WordPro 3 Plus/64 inserts the correct page number starting with page #1, (unless otherwise specified in the p# format command) as it prints each page. The p# command allows you to set a starting page number for use with the <> symbols in a header of footer command. The p# should be on a format line that precedes the format line containing the header or footer. The p# command takes the form:

example: @p#55 <RETURN> (sets page # starting at page 55)

The margins by which Headers and Footers adhere to are the currently set left and right margins, unless you use two special in-text commands. These two commands are hl (Head Left) and hr (Head Right), which allow you to set independent margins for the the Header and Footer (together) regardless of the regular left and right margins. The hl and hr commands are discussed on the next page.

```
example:@hl5  <RETURN>(set left margin for head and foot to 5)
        @hr75 <RETURN>(set right margin for head and foot to 75)
```

Here are some examples of specifying headers and footers:

<u>The Command:</u>

@hdl:Document,- <> - <RETURN>

produces this line at the top of each page (with the correct page number for each page):

```
-----------------------------------------------------------------
Document                          - 1 -
-----------------------------------------------------------------
```

@ftl:Page <> <RETURN>

produces this line at the bottom of each page (correctly numbered)

```
-----------------------------------------------------------------
Page 25
-----------------------------------------------------------------
```

The Command:

@hdl:,,Page <> <RETURN>

produces this correctly numbered header:

```
------------------------------------------------------------------
                                                        Page 100
------------------------------------------------------------------
```

The Command:

@ftl:Left,Center,Right <RETURN>

produces this footer:

```
------------------------------------------------------------------
Left                          Center                        Right
------------------------------------------------------------------
```

Margins For Headers and Footers

Normally the Header or Footer will be printed relative to the currently set Left and Right margins. Most of the time, this is fine, but sometimes, you may have changed the margins to do something special, like an indented paragraph, and the page break occurs during it. This causes the Footer and Header to appear with the same margins as the indented paragraph.

To preclude that potential problem, two imbedded format commands are available: hl and hr, for HEADER LEFT and HEADER RIGHT. The values given these commands also apply to the Footer. Simply set these commands to the Left and Right margins that you would like the Header and Footer to adhere to.

Compatibility is maintained with other WordPro files, because if no hl or hr is set, the Header and Footer will just use the currently set Left and Right margins as before.

Specifying A Forced Space

Normally, when you press the space bar, you are telling WordPro 3 Plus/64 that you have come to the end of a word. WordPro 3 Plus/64 will end a line separating two words, only where there are spaces.

You can also tell WordPro 3 Plus/64 when you want an unbroken or "forced" space, that is, where WordPro 3 Plus/64 will not separate two words by putting them on different lines. For example, you might want to tell WordPro 3 Plus/64 not to separate "WordPro" and "3".

To specify a forced space, hold down the SHIFT key and press the space bar. WordPro 3 Plus/64 displays a line on the screen where you have specified a forced space.

Specifying Underlining/Enhancement

This feature produces underlining on ASCII printers and enhancement on Commodore Matrix Printers. Enhancement prints the characters twice as wide as ordinary ones, with double-size spaces between words.

To turn on underlining/enhancement:

<PRESS> <CONTROL> <SHIFT> [(left bracket).

To turn off this function:

<PRESS> <CONTROL> <SHIFT>] (right bracket).

Pressing <CONTROL> <SHIFT> [will produce a small square on your screen during Edit Mode that will indicate where to begin underlining/enhancement during printing. Type in the text to be underlined and press <CONTROL> <SHIFT>]. A similar but different square will appear to indicate the end of underlining or enhancement. Pressing <RETURN> also acts as a <CONTROL> <SHIFT>]. In other words, after typing in your text to be underlined, pressing <RETURN> will end underlining.

It is easier not to use justification when you are using enhancement. However, if you must use justification with enhancement, try to have no spaces in the enhanced phrase. If you need more than one word, either specify all spaces as forced spaces, or use a separate enhancement specification (on and off) for each word.

SPECIFYING BOLD FACE PRINTING

Bold Face Printing is available on most letter-quality printers and is not available on dot matix printers. Bold Face Printing is activated by pressing <CONTROL> ((open parenthesis). A small "right angle" graphics character will appear on your screen that will indicate where to begin Bold Face Printing. Type in the text to be printed and press <CONTROL>) (close parenthesis). A similar but different "right angle" graphics character will appear on your screen that will indicate where to end Bold Face Printing.

Bold Face Printing and Underlining can be used at the same time if required. <CONTROL> (and <CONTROL> <SHIFT> [(in sequence) will underline and Bold Face Print all of the subsequent text until one (or both) of the functions is turned off via a <CONTROL>) or <CONTROL> <SHIFT>]. As with Underlining, a <RETURN> will automatically turn off the function.

Specifying Hyphenation

WordPro 3 Plus/64 does not usually hyphenate words. However, you can use semi-automatic hyphenation by specifying where in a word you would like hyphenation to appear if it is needed.

If you specify a hyphenation point in a word, and the whole word fits on a line, WordPro 3 Plus/64 ignores the hyphenation point. If the word occurs at the end of a line, and the whole word will not fit on a line, WordPro 3 Plus/64 checks to see if the part of the word up to the hyphenation point will fit. If so, WordPro 3 Plus/64 hyphenates the word. This command is useful when you have a letter or document containing a long name, title, location, etc., that is used repeatedly.

To specify a hyphenation point, enter a "long dash" where you would want the hyphen to appear during printing. To enter a "long dash", <PRESS> <CONTROL> - (minus sign). WordPro 3 Plus/64 displays a "long dash" on the screen. You may specify only one hyphenation point per word.

LESSON 2

EXTRA TEXT MODE

The Extra Text area of memory can hold special text such as frequently used phrases or paragraphs, variable blocks for form letters, as well as normal text. This "alternate memory area" can be used in the same manner as the main memory. As an example, if enough "lines" were allocated to the Extra Text area during Start Up, a letter could be recalled into both the Main and Extra Text areas. The number of lines held in Extra Text is established after you load and run WordPro 3 Plus/64 during the System Set Up.

How many for main text?
(Min=176, Max=329)

Since 329 lines of text can be held in Main Text, the maximum numbers of lines allocated for Extra Text is the remainder of the number of lines you entered at the above prompt subtracted from the total number of lines available (352). WordPro 3 Plus/64 will always allocate 23 lines for EXTRA TEXT area, unless you specify more.

To enter Extra Text Mode, press <CONTROL> x. The Status Line displays:

Switch Text C= xx L= xx

and the :X: indicator light turns on. To switch back to main text, press <CONTROL> x again. Extra Text is useful for appending frequently used phrases, groups of characters, producing form letters, and calling directories without effecting Main Memory (your text).

Appending Groups Of Lines (Frequently Used Phrases)

You can write entire paragraphs (or recall/store paragraphs from diskette) into Extra Text to append to the main text at any time. For example, you can create a letter by pre-writing a series of specially prepared paragraphs in Extra Text (or recalling into Extra Text a text file containing standard paragraphs), then append them to one another in any order in Main Text to create the letter.

Each group of lines or each paragraph in Extra Text must have a name to use when you append it to Main Text. To type in a paragraph enter Extra Text Mode, then press the ARROW UP key. Type the paragraph name and press the ARROW UP key again followed by <RETURN>. The paragraph name must be enclosed in ARROW UPs and must be placed on its own line. Then type in the "Standard Paragraph", followed by a <RETURN>.

Example:

|a| <RETURN>
This is a paragraph written in Extra Text and named "a". It could have almost any number of characters in the name but if you use too many, you might forget them. <RETURN>

Appending Extra Text

To append a group of lines from Extra Text to Main Text, place the cursor on the line where you want the Extra Text lines to begin. <PRESS> <CONTROL> a. The Status Line displays:

Append Lines: C= 1 L= 1

Enter the name of the group of lines you wish to append, in this case "a". The lines are brought into Main Text, one by one, and "make room" for themselves by pushing down all text below the cursor.

In many instances you need to enter a long name repeatedly in a document. With this function, you can enter an abbreviation while you are typing and append the full name from Extra Text. Enter in Extra Text (or recall from disk) a list of abbreviations (enclosed by ARROW UPs) and full names separated by an equal sign (=). For Example:

|psi|=Professional Software Inc.<RETURN>
|pms|=Pro-Micro Software Ltd.<RETURN>

Then, instead of typing the full name in the main text, <PRESS> <CONTROL> v (for Variable). The Status Line displays:

Append Chrs: C= xx L= xx

Type the abbreviation of the word or words you want to insert into the Status Line, and WordPro 3 Plus/64 inserts the full name where the cursor is located in the main text.

NOTE: Both types of Extra Text variables (characters or lines) may exist at the same time, but names may not be duplicated. If you attempt to find an "Append Lines" variable, and the variable found is an "Append Chrs" type (or vice-versa), then the Status Line will show the following error:

Variable Type Mismatch C= xx L= xx

On the other hand, if the variable is simply not found, the Status Line will show:

Variable Not Found _____ C= xx L= xx

When appending characters, no more than 252 characters may be contained in any single segment.

Variable Blocks

The Variable Blocks function enables you to produce form letters or mailings semi-automatically or automatically. A form letter is typed or recalled into Main Text, with a <CONTROL> b (this produces a special symbol) wherever blocks of variable text occur. You can insert the variable text manually, or you can type the variables into Extra Text and let WordPro 3 Plus/64 automatically produce and print the entire form letter. Variable Blocks can also be sequentially read from diskette (see programmer's notes).

Automatic Variable Blocks

To produce form letters automatically, type the letter in Main Text using a <CONTROL> b where you would like the variable text to appear. A typical form letter appears like the sample below:

Dear <CONTROL> b:

We are sorry to inform you that your order for <CONTROL> b <CONTROL> b has not yet been shipped. We will ship it as soon as we receive your check in the amount of $<CONTROL> b.

Sincerely yours,
Professional Software Inc.

Type the list of variable data in Extra Text with each variable separated by a delimiter. A delimiter can be thought of as a "separator" and can be either a <RETURN> or a <CONTROL> z. Using the <RETURN> key places each variable on its own line, as shown below:

```
Mr. Jones <RETURN>
2 <RETURN>
WordPro 3 Plus/64's <RETURN>
1799.90 <RETURN>
Mr. Smith <RETURN>
3 <RETURN>
WordPro 1's <RETURN>
189.85 <RETURN>
Mr. Doe <RETURN>
2 <RETURN>
WordPro 3 Plus/64's <RETURN>
11,199.90 <RETURN>
```

Using <CONTROL> z to separate the variable data items saves line space in the Extra Text memory. The same list of variable data, entered with <CONTROL> z, looks like this:

```
Mr. Jones_2_WordPro 3 Plus/64's_1799.90_
Mr. Smith_3_WordPro 1's_189.85_Mr. Doe_2
_WordPro 3 Plus/64'_11,199.90 <RETURN>
```

The form letter and its variable data can be automatically merged and printed in the OUTPUT MODE. Press the <CONTROL> o (for OUTPUT), then the letter l (for LIST) then <RETURN>. This sequence will produce form letters automatically until the variable block information is exhausted.

To check individual letters on the screen before the printing process is started, press <CONTROL> i. Each letter will individually display, in sequence, on the screen. When you use the <CONTROL> i method, each letter must then be printed via the <CONTROL> o sequence after it appears on the screen. After each "filling in" of the Variable Blocks, the following message will appear on the Status Line:

```
Out of Blocks, More Data                    C= xx  L= xx
```

This message is telling you that all the Blocks in Main Text have been successfully filled, but there is more data to come. Once the last group of Blocks are filled, the message will read:

```
Data & Blocks Finished                      C= xx  L= xx
```

This message indicates successful completion of each form letter. During this process, if an error occurs, one of the following error messages will appear on the Status Line.

```
Out of Data, More Blocks
No Blocks Found
```

Refer to "Error Messages" in Section 8 for a description of these error messages.

When you check the letters on the screen before printing them, the variable data in Extra Text must be reset to the beginning of the list or the home data position. Press <CONTROL> CLR/HOME. The Status Line displays:

```
Home Data?                                  C= xx  L= xx
```

Carry out the reset function by pressing the <RETURN> key. The Status Line then displays:

Home Data: Executed _____ C= xx L= xx

Access the Output Mode to insert the variables and print the form letters automatically. Press <CONTROL> o to enter the OUTPUT MODE. Inform WordPro 3 Plus/64 that variable block information is available in the Extra Text area (in the form of a list) by pressing the letter "l" key (for LIST), then the "c" key (for CONTINUOUS PRINTING until the variable block data is exhausted).

example: <CONTROL> o l c <RETURN>

A sample series of form letters with variable data is shown below as it would appear when printed.

Dear Mr. Jones,

We are sorry to inform you that your order for 2 WordPro 3 Plus/64's has not yet been shipped. We will ship it as soon as we receive your check in the amount of $1799.90.

Sincerely yours,
Professional Software Inc.

Dear Mr. Doe,

We are sorry to inform you that your order for 2 WordPro 3 Plus/64's has not been shipped. We will ship it as soon as we receive your check in the amount of $11,199.90.

Sincerely yours,
Professional Software Inc.

Manual Variable Blocks

To produce a form letter "manually" type a form letter into Main Text and use the <CONTROL> b command for the location of the variable blocks. To replace the <CONTROL> b's with the variable blocks, first <PRESS> <CONTROL> <f5>. WordPro 3 Plus/64 searches for the first occurrence of a <CONTROL> b and automatically switches to INSERT MODE. Manually type in the variable text, then <PRESS> <CONTROL> <f5> to find the next <CONTROL> b location. When you finish inserting the variables, print the letter using the normal output procedure.

To use the same form letter again, with different variables, <PRESS> the <CONTROL> key and then the ARROW UP key. This finds the filled variable blocks and deletes the contents. You can now use <CONTROL> <f5>'s to fill in the variables as you did before, and then print the new letter. You can repeat this process as many times as needed.

* * * * * * *

EXERCISE 1:

VARIABLE BLOCKS AND APPENDING

This exercise contains two parts. It is recommended you practice both parts.

PART 1 - Variable Blocks

Step 1: To produce form letters automatically, type in the following letter using <CONTROL> b in place of the variable text, as shown below:

Dear <CONTROL> b:

We are sorry to inform you that your order for <CONTROL> b <CONTROL> b has not yet been shipped. We will ship it as soon as we receive your check in the amount of $<CONTROL> b.

Sincerely,
Professional Software Inc.

Step 2: To enter Extra Text, <PRESS> <CONTROL> x (Pressing the <CONTROL> key and then the letter x allows you to switch back and forth from Main to Extra Text without erasing any text).

Notice that the Extra Text area is blank (this is your extra space to use to enter variable data that will fill in the variable blocks). If your Extra Text is not blank, erase any text via <CONTROL> e a.

Step 3: Type the following list of variable data in Extra Text:

Mr. Jones <RETURN>
2 <RETURN>
WordPro 3 Plus/64's <RETURN>
1799.90 <RETURN>
Mr. Smith <RETURN>
3 <RETURN>
WordPro 1's <RETURN>
189.85 <RETURN>
Mr. Doe <RETURN>
2 <RETURN>
WordPro 3 Plus/64's <RETURN>
11,199.90 <RETURN>

Step 4: Press <CONTROL> x to return back to Main Text. (The :X: should not be lit up any more, and the body of the form letter should now be on your screen.)

Step 5: To check that your information was properly listed, perform the following steps:

a) <PRESS> the <CONTROL> key.

b) <PRESS> the CLR/HOME key, and the Status Line displays:

Home Data? C= xx L= xx

c) <PRESS> the <RETURN> key and the Status Line displays:

Home Data: Executed C= xx L= xx

d) <PRESS> <CONTROL> i (for INSERT).

The blocks are now being filled with the information you previously typed in Extra Text. Only the first batch of information was entered. To retrieve the second, press <CONTROL> i again and the next set of blocks are filled. Repeat this process until you feel you understand it.

Performing steps a, b, and c will allow you to re-use the variable data.

Step 6: To print this information, the blocks can automatically be filled on the screen and the paper. It does not matter what variable blocks are already listed on the screen when printing. WordPro 3 Plus/64 automatically starts with the first name (variable block) listed in Extra Text. Perform the following steps:

a) <PRESS> <CONTROL> o (for OUTPUT)

b) To let the computer know you have a list of information in Extra Text, <PRESS> the letter l (for LIST) and press the <RETURN> key.

Notice that the screen picks up the first set of information from the Extra Text area and then prints the letter. To get the second set of Variable Blocks, put another piece of paper in the printer (if necessary) and <PRESS> c (for CONTINUE). The next block of information will be filled and the letter printed.

Step 7: Perform Steps 5a, b, and c. Then <PRESS>:

<CONTROL> o 1 <RETURN>

This merges your variable data and prints it on your printer. Pressing the letter "c" (for continuous) will pick up the next set of variable data and print it.

Step 8: Erase the text from the Main Memory via <CONTROL> e a. Then switch into Extra Text and erase that text. You are now ready to do Part 2 of this exercise.

PART 2 - Appending

Several times you may find yourself using parts of a letter or document over and over again. These standard paragraphs or phrases are called Appends and can be easily inserted into text. You need to only type them once and with the use of Extra Text, you can call them into Main Text when needed.

To better understand the capabilities of Appends, follow the practice exercise below:

Step 1: Enter Extra Text (unless you are already in Extra Text-check the :X: on your Status Line, it will be highlighted if you are already in Extra Text) by pressing <CONTROL> x. First define each paragraph as a separate entity by giving it a number or name. In this case, use a number.

<PRESS> ARROW UP. A vertical line appears on your screen.

<TYPE> the number 1 and then <PRESS> ARROW UP again, then <PRESS> <RETURN>.

Step 2: Type the following paragraph right under your append symbol using full 40 character lines:

We would like to continue as your insurance broker and therefore hope that you comply with the above where it will not be necessary to discontinue your policy.<RETURN>

Step 3: We will now type another sample paragraph for appending. Make sure you have pressed the <RETURN> key after the last line of the above paragraph.

<PRESS> ARROW UP and <TYPE> the number 2 and then <PRESS> ARROW UP again followed by <RETURN>.

Step 4: Type the following paragraph:

Should you require further assistance, please contact us at 444-9999. Expect to hear from me within the next 10 days to arrange for a mutually convenient appointment. Once again, thank you for your interest in PSI products.<RETURN>

Step 5: Memorize this text on a diskette, and name it with the Filename "appends" (see section on "MEMORIZE" if necessary.)

Step 6: ERASE ALL of the screen via <CONTROL> e a.

Step 7: Type any standard form letter with a hypothetical date, name, address, etc., into Main Text.

The first paragraph we will recall is the insurance paragraph. Enter your Extra Text (<CONTROL> x) and RECALL the file named "appends" from diskette.

Once the text file has appeared on your screen, switch back to Main Text by typing <CONTROL> x.

Step 8: Bring your cursor to where the first paragraph should start (under the name, address, etc). Press <CONTROL> a (For Append). Now <TYPE> the number 1 (the symbol we gave that particular paragraph). Press the <RETURN> key.

Your paragraph will now have appeared in your Main Text without having to manually type it in.

Step 9: Follow the above instructions several times using the Append command for both paragraphs. Remember, your file name 'APPEND' must be in Extra Text for you to append it into Main Text.

NOTE: Appends are often used to append entire salutations or signature blocks from Extra Text into a letter in Main Text.

* * * * * * *

LESSON 3

TABS AND NUMERIC MODE

TAB's may be set at as many of the 40 screen columns as you desire. To set a TAB, move the cursor to the column of the desired TAB and <PRESS> <CONTROL> s. The Status Line will change to show:

Tab Set At N _____ L= 1 C= 1

You will also note that on the solid line separating the Status Line from text, is a small downward extension, at the position of the TAB. This is the TAB set indicator, and one will appear at each position where there is a TAB already set.

If you wish to clear an individual TAB, move the cursor to the column of the unwanted TAB to be cleared, and <PRESS> <CONTROL> c. The Status Line will change to show:

Tab Cleared At N _____ L= 1 C= 1

All the TABs may be cleared at once by pressing <CONTROL> k. The Status Line will change to show:

Clear All Tabs _____ L= 1 C= 1

TABS are executed by <PRESSing> <f5> while in Edit Mode. (Since the Commodore 64 does not have a "TAB" key, we have designated the <f5> function key to perform the "TAB" operation.) The cursor will move to the TAB position. If there is no TAB to the right on the same line, then the cursor will move to the first TAB on the next line down.

NUMERIC MODE

NUMERIC Mode is used to line up columns of numbers that have the same number of characters to the right of the decimal. Enter the NUMERIC Mode by pressing <CONTROL> n. The Status Line displays:

Numeric Mode On _____ L= 1 C= 1

To use NUMERIC Mode, you must set tabs in the last character position for each column of numbers. To enter numbers with automatically aligned decimals, tab to the column. The cursor stays stationary, while the numbers appear to the left as they are entered, as shown in the example below:

```
  12.44
 122.01
   1.25
1222.44
```

To exit from NUMERIC Mode, press <CONTROL> and then n again.

EXERCISE 2:

SETTING TABS AND DECIMAL TABULATING

The NUMERIC Mode (or decimal tabulation) allows you to set up columns of numbers using decimal points and TABS, without having to line up each decimal point one at a time. Perform the following practice for NUMERIC Mode:

Clear your screen by pressing <CONTROL> e a.

Step 1: To turn on the NUMERIC Mode, <PRESS> <CONTROL> n (for NUMERIC Mode). Notice that the Status Line reads:

Numeric Mode ON _____ L= 1 C= 1

Step 2: Move your cursor over to column 10 (watch the column indicator on the Status Line). Press <CONTROL> s to set a TAB.

Repeat setting tabs, as shown above, at column 20 and at column 30.

Step 3: Press the CLR/HOME key to bring the cursor back to the C=1 L=1 (HOME) position.

Step 4: Use your <f5> key (which we have designated as the TAB key) to tab over to your first tab position (column 10).

<TYPE> the number 23.50 and <PRESS> <f5> again (You are now on column 20). <TYPE> the number 155.30 and <PRESS> <f5>, then <TYPE> the number 6,548.20 and then <RETURN>.

Step 5: Your screen should now display:

```
3.50    155.30  6,548.20
```

<PRESS> <f5> again (bringing you to column 10, line 2).

<TYPE> the number 444.22 and <PRESS> <f5>.

<TYPE> the number 20.22 and <PRESS> <f5>.

<TYPE> the number 1.30 and <PRESS> <RETURN>.

Your screen should display:

```
  23.50    155.30  6,548.20
 444.22     20.22      1.30
```

Notice that all of your decimal points are lined up for you automatically.

When using NUMERIC Mode, make sure that you have the same amount of numbers to the right of the decimal point.

Step 6: To turn OFF the NUMERIC Mode, <PRESS> <CONTROL> n. Your Status Line will read: NUMERIC Mode OFF and the :N: on the Status Line will not be lit.

Step 7: Memorize this text as a Textfile named "numbers".

Step 8: ERASE the screen.

* * * * * * *

COLUMN ADD/SUBTRACT

You may add almost any column of numbers within text using this function. You can add as many 12 digit wide (maximum width) columns as you can fit on the screen display (about three), giving you 12 digits of accuracy.

CURSOR POSITIONING. The position of the cursor determines what column will be added, and where the answer will be placed in text. Vertically, the cursor should be placed directly below the numbers or columns to be added. Horizontally, the cursor should be placed on the space that immediately follows the last digit of the column to be added (this is the same relative position the cursor is placed in to enter numbers using Numeric Mode). The line the cursor rests on will tell WordPro 3 Plus/64 on which line the result is to be placed.

Example: (with Tabs set at columns 13 and 26)

```
  $1,234.56          $1,234.56
 $(1,111.11)        $(1,111.11)
    $222.22            $333.33
-----------        -----------
```

To add the first column of numbers in this example you would move your cursor to the beginning of the line below the column of numbers and <PRESS> the <f5> key. This would automatically position the cursor. Alternatively, after moving your cursor to a line below the column, you could move the cursor over to the space directly after the last "2" in the number $222.22. One of these two methods will position the cursor correctly.

ACTIVATING THE FUNCTION. To activate the function, position the cursor below and one space to the right of the column to be added and enter <CONTROL> <SHIFT> ≡ (equals sign key). You MUST hold the shift key down while <PRESSing> the equals key.

After positioning the cursor under the first column of our example we would activate the function by pressing <CONTROL> <SHIFT> ≡. The result would be as shown below:

```
  $1,234.56          $1,234.56
 $(1,111.11)        $(1,111.11)
    $222.22            $333.33
-----------        -----------
     345.67[]
```

SETTING A RANGE. You may want to tell WordPro 3 Plus/64 what range of lines within the chosen column to add. If you want to add all the lines from the top of main text down to the cursor, simply enter the function as described above and no Range will be assumed.

If a specific range is desired, set a Range over the lines you require and then enter the function. Since there is a range set, the prompt "Range or All?" will appear on the Status Line. If you press r, only the lines that have been set in the "range" will be calculated. If you press a, the operation will proceed as described previously.

If you wish to add all the lines from a specific line down to the cursor, there is an easier way of doing it, rather than setting an entire range. Simply set a range on the single line which you wish to start the function from. The function will then act upon only the numbers on and below the line where the Range was set. If you have different columns of numbers, probably separated by some text, in the same vertical columns, WordPro 3 Plus/64 may add them all. Setting a Range will preclude this from occurring.

NEGATIVE NUMBERS. Numbers in the column which are negative will, of course, be subtracted, rather than added. Two types of negation techniques are supported. Consider the number, negative twelve, point seven, seven. It can be written as:

12.77- or (12.77)

If the result of the Column Add is negative, the type of negation used in the column will determine the type used in the answer.

At your leisure, using the example shown above, set a few Tab positions, enter a few columns of numbers, and practice the Column Add/Subtract function. Remember that your Tab positions must be at least twelve columns apart, i.e., tabs set at 13 and 26.

LESSON 4

SEARCHING

To hunt for a text string of characters in Main Text without changing them as in Search-and-Replace, <PRESS> <CONTROL> f. The Status Line displays:

Search:[previous search string] C= xx L= xx

You will note that this is the same prompt that you received when executing the Search-and-Replace function. Either accept the currently displayed text string (if any) by pressing <RETURN>, or type a new text string in followed by <RETURN>. The Status Line now displays:

String Search C= xx L= xx

As with search-and-replace, you may choose Global or Local operation. To choose Local, <PRESS> the letter l. The Status Line will change to:

String Search (LOC) C= xx L= xx

The cursor will come to rest at the character position immediately following a section of text which matched the search text string. If there are no matches to be found, the cursor will come to rest on the 40th position of the last line of text.

Restarting a Local Search via the HUNT Command

Once a match is made, you will probably want to continue the search to see if there are any other matches. Instead of going through the long procedure descibed above, all you need do is <PRESS> <CONTROL> h (for HUNT). This will immediately start a hunt of the most currently defined search text string. There is no Status Line message for this function.

* * * * * * *

LESSON 5

GLOBAL FILES

Previously in this User's Guide, the term "Global" has been mentioned. The term "Global" means that the given command will work upon more than one file stored on diskette, when the files are Linked together by means of a special in-text command.

Assume, for instance, that you are writing something the size of this User's Guide. It is immediately obvious that the whole guide will not fit in Main Text. Somehow, you must be able to have multiple files on disk which can be linked together and then manipulated sequentially to perform functions on the entire document.

Linking Files

Once you have done as much in a single file as you feel is practical, you are now ready to Link this file to a new one, and save it on disk. On a blank line (below the very last line of text), simply <TYPE>

@nx:[next filename] <RETURN>

The nx format command must be on the line below the very last line of your text, otherwise it will be ignored. However, the nx linking command must not be the last possible line of text available for the function to operate correctly.

Global Operation

While a function is operating Globally, the Status Line will continually show the current file being acted upon:

Global : [current file] C= xx L= xx

As WordPro 3 Plus/64 continuously has to load different files during Global operations, there may be a case where it cannot find the file specified in the nx command. If this is so, the function will end and the Status Line will show:

Not Fnd: [suspect file] C= xx L= xx

If a file is acted upon which has no nx command at the bottom, the Global function assumes this to be the last file, and the Status Line shows:

Done : [last file name] C= xx L= xx

You may cancel a Global function at any time by <PRESSing> RUN/STOP then <CONTROL>. Once WordPro 3 Plus/64 has finished acting upon the current file, the function will end and the Status Line will show:

Cancel : [current file name] C= xx L= xx

Global Find

To hunt for a character string through a series of files linked with the nx command, follow the instructions for Local Find, but when the Status Line shows:

String Search C= xx L= xx

<PRESS> g (for Global) instead of l (for Local). The Status Line now displays:

Global : C= xx L= xx

<TYPE> the file name of the first file to be searched and <PRESS> the <RETURN> key. All files which are to be used for global operations, i.e. "linked files", must end with the nx: format command except the very last file.

Restarting a Global Find

Once the cursor has come to rest at a matched text string, you may re-start the Global search with <CONTROL> CRSR RIGHT/LEFT key. When you re-start the Global Search the Filename displayed will be an ARROW UP. Once the next file is loaded, the Status Line display will perform as previously described.

* * * * * * *

GLOBAL SEARCH-AND-REPLACE

To replace a character text string with a new character text string through a series of linked files, <PRESS> <CONTROL> @ (at-sign). The Status Line displays:

Search : [previous search string]

Accept the current text string (if any) by pressing <RETURN>, or <TYPE> a new text string, then <PRESS> <RETURN>. The Status Line now displays:

Replace: [previous replace string]

Accept the current text string (if any) by pressing <RETURN>, or <TYPE> a new text string, then <PRESS> <RETURN>. The Status Line now displays:

Search and Replace C= xx L= xx

To search and replace text through a series of files linked with the nx command, <PRESS> g. The Status Line displays:

Global : C= xx L= xx

Enter the name of the first file to be searched through and <PRESS> <RETURN>. This file will be recalled from disk before searching commences. The Status Line displays the name of each file it is searching and the screen displays the replacements as they are made.

NOTE: The Global Search and Replace function automatically REPLACES files on diskette after the searching and replacing of each individual file is completed.

If you are editing a document and wish to initiate a Search and Replace starting with the document you are working on in Main Text, do not forget to REPLACE or memorize the document onto a diskette before starting the Global Search and Replace Function.

* * * * * * *

LESSON 6

GLOBAL OUTPUT TO PRINTER

Global Output, the chaining together of all the files to create an unbroken print out, is one of the most important Global functions. Using Global Output is quite simple; first, enter the Output mode by pressing <CONTROL> o. The Status Line will show:

OUTPUT _____ : : : X

Now <PRESS> c to indicate continuous printing (unless you do not have a tractor feed printer and have to put each piece of paper in by hand) then <PRESS> g to indicate Global Operation. The Status Line now shows:

OUTPUT _____ :G:C: X

Now decide if you want multiple copies of this document, and if so <PRESS> x and <TYPE> [number of copies] then <RETURN>. If you do not need multiple copies, just <PRESS> <RETURN>. The Status Line will now change to show:

Global : _____ :G:C: X

Enter the name of the first file in the document (series of linked files), or, if your cursor is placed next to the name of the file in a directory, just <PRESS> the | key. Either way, then <PRESS> <RETURN> and the first text file will load, display, and begin printing. After the first file has completed printing, WordPro 3 Plus/64 will automatically load and print the next file specified in the nx command.

Restarting a Global Output

If your output is interrupted for any reason (usually a tractor feed paper problem), either by you, or by an error of some sort, you can restart the output from the top of the page at which the interruption occurred, (keeping your sequential page numbers intact), rather than having to go back and print from the beginning of the document (in some cases that could save hours).

It is important to remember one thing; if you make any changes to the file at which the outputting was stopped, remember to re-memorize it before continuing, otherwise the same problem will occur again since the Global Output reloads the file from the disk, not from Main Text.

Once you are ready to continue printing, enter the Output mode and set up a normal Global Output. However, when you are ready to enter the file name, <PRESS> the LEFT ARROW key, then <RETURN> rather than entering the file name. The LEFT ARROW key produces a "Left Arrow" symbol on your Status Line. Ensure that your paper has been physically reset to the top of an empty page. WordPro 3 Plus/64 will now automatically recall the proper file (last file printed) and start the page again keeping all page numbers in their proper sequence as if the problem had not occurred.

If you attempt to use this Global Restart feature when the last output you did wasn't Global, the Status Line will show the following error:

Last Format Not Global C= 1 L= 1

* * * * * * *

LESSON 7

GLOBAL COPY

GLOBAL COPY

A series of linked files may be copied from one diskette to another by using the Global Copy command. Note, this feature ONLY functions when you have a CBM 64 compatible Dual Disk Drive. As an example, if you have three files that are linked (aaa, bbb, ccc) and you wish to globally copy those files to a diskette in the other drive, press <CONTROL> *. The Status Line will display:

Copy To Drive # ?

<PRESS> the number of the disk drive to receive the global linked files (drive number 0 or 1).

Then <TYPE> the drive # containing your linked files, a colon, the name of the first file, i.e., "aaa", then <RETURN>.

example: <CONTROL> *

<PRESS> 1

<TYPE> 0:aaa <RETURN>

This will copy all files that are linked with the file name "aaa" from drive #0 to the drive #1. This function is extremely handy for large linked documents that are stored on a diskette in a haphazard manner. After the execution of this command, the linked files will be stored on the other diskette in linked order.

* * * * * * *

SECTION 6

FILE HANDLING

WordPro 3 Plus/64 provides complete file handling in the FILE MODE. You can Memorize (save) all of the text in memory or just a section of the text. You can transfer text from a diskette to Main or Extra Text, and recall a file into text at the end of memory, or between lines in memory.

Press <SHIFT> CLR/HOME to enter the FILE MODE. The FILE MODE commands are explained in the Lessons in this Section.

This Section contains:

- .Complete Memorize
- .Section Memorize
- .Complete Recall
- .Linked Recall
- .Merge Recall

* * * * * * *

LESSON 1

COMPLETE MEMORIZE

To memorize (record) the text in the main memory to a diskette, enter the File Mode, then <PRESS> m. The Status Line displays:

MEMORIZE - DRIVE # ? C= xx L= xx

Enter the disk drive number that contains the diskette on which you wish to memorize the text. The Status Line displays:

MEMORIZE - N: C= xx L= xx

Enter a file name of up to 16 characters and press the <RETURN> key. If no file by that name exists on the diskette the Disk Drive will activate and when the file is recorded on the diskette the Status Line displays:

Stored - N:[file name] C= xx L= xx

The file is now stored on the diskette. If a file with the specified name already exists on the diskette, the Status Line will display:

REPLACE? N:[file name] C= xx L= xx

Now you must decide whether to keep the existing file on the diskette or whether to replace it with the file in memory. To replace the diskette file with the text in main memory, press the <RETURN> key. This "overstoring" option allows you to easily update letters or documents without renaming them. To abort the memorize command, press the <CONTROL> (<f7>) key.

Erase your screen and type in a sample paragraph and follow the steps listed above to practice memorizing.

* * * * * * *

LESSON 2

SECTION MEMORIZE

To memorize a group of lines from the text in memory onto a diskette, first specify the section of text to memorize. To set the range, first position the cursor at the beginning of the text you want to memorize. Then press <CONTROL> r (RANGE). The line with the cursor "highlights". Move the cursor down the screen, highlighting the lines to memorize. Then press the <RETURN> key.

Enter File Mode, and <PRESS> m. When the Status Line displays:

MEMORIZE - DRIVE # ? C= xx L= xx

<PRESS> r. The Status Line then displays:

DO RANGE - DRIVE # ? C= xx L= xx

Enter the Disk Drive number. The Status Line then displays:

DO RANGE - N: C= xx L= xx

Enter the file name to store the group of lines under. WordPro 3 Plus/64 will memorize the lines or tell you that a file already exists under that name just as described above in "Complete Memorize".

Practice the Section Memorize command by choosing a portion of text to memorize on your document diskette in Drive #0. Name this section as "section" when you memorize it.

* * * * * * *

LESSON 3

RECALLING FILES

Complete Recall

To recall a file from a diskette into memory, move the cursor to the beginning of text position by pressing the CLR/HOME key twice. Then enter the File Mode by pressing <SHIFT> CLR/HOME, then <PRESS> r (for RECALL). The Status Line displays:

RECALL C= xx L= xx

Enter the name of the file you wish to recall, then press the <RETURN> key. WordPro 3 Plus/64 will automatically search for the file.

If the file is not found, the Status Line displays:

62,FILE NOT FOUND,00,00 C= xx L= xx

Re-enter the File Mode and re-enter the File name.

Linked Recall

To link lines from one file into another file use Linked Recall. Linked Recall differs from Complete Recall only in the position of the cursor. Place the cursor at the end of the text in memory where the file from the diskette will be linked. RECALL the file following the same procedure as for Complete RECALL. This function will link or add two files together on the display screen as long as both files will fit in Main Memory.

Merge Recall (Insert)

To merge lines from one file into another file use Merge Recall. Move the cursor to the line below where the file from the diskette will be merged or inserted. Enter the File Mode, then <PRESS> i (for Insert). The Status Line displays:

INSERT C= xx L= xx

Type the name of the file to be merged. When WordPro 3 Plus/64 finds the file, the text is inserted beginning with the line that the cursor was on.

* * * * * * *

SECTION 7

DISK DRIVE COMMANDS

There are seven disk functions that can be performed with WordPro 3 Plus/64. These are:

.Formatting a diskette

.Initialize

.Validate

.Duplicate*

.Copy*

.Rename

.Scratch

Formatting makes a brand-new diskette ready for operation.

Initialize tells the disk drive that a particular diskette has been inserted into the drive for daily use.

Validate deletes from the diskette files that were never properly recorded.

Duplicate* copies all the text from one diskette and makes an identical copy on another diskette. This command is very important as it is used to create "Back-Up" copies of all your files.

Copy* duplicates individual files on the same diskette or copies individual files from one diskette to another.

Rename changes the name of an existing file.

Scratch erases unwanted files from a diskette and from the diskette directory.

To enter a disk command, press the <CONTROL> (<f7>) key and then the Period/Wedge key. The Status Line displays:

```
>                                                    C= xx  L= xx
```

* These functions cannot be performed on Single Floppy Disk Drives (e.g. CBM 1541 Floppy Disk Drive).

* * * * * * *

LESSON 1

FORMATTING (NEWING) A DISKETTE

To enter a disk command, press the <CONTROL> key and then the Period key. The Status Line displays:

```
>                                                    C= xx  L= xx
```

The first time a new diskette is used, certain information must be recorded on a certain area of the diskette. This is called formatting or newing the diskette. This procedure can also be used on an old diskette to erase all of the files and the directory. To format a new diskette, the disk command is:

<TYPE> >n#:diskname,id#<RETURN>

n informs the disk drive that this is a new diskette to be formatted.

represents the disk drive number. Enter a 0 or 1*.

diskname is the name of the diskette. Enter a name, up to 16 characters long. **Asterisks, commas, colons, quotes, questionmarks, or semi-colons CANNOT be included as part of the diskname.** The diskname will always appear when you examine the directory of a diskette.

id# is the disk identifier number. Enter any two digit number. Always try to keep all the numbers unique. Use a different two-digit combination for each diskette. If your diskette library begins to exceed 99 diskettes, start using two-letter combinations such as "aa", "ab", etc.

Practice FORMATTING by placing a brand new diskette into drive #0 and follow the steps listed above using n0:practice,02 as parameters.

* Dual Floppy Disk Drive units only.

* * * * * * *

LESSON 2

INITIALIZING DISKETTES

Whenever you place a different diskette in a disk drive, the diskette must be initialized. A diskette must have been previously formatted for the Initialize command to function. This procedure simply tells the disk drive to align itself on the directory area and read the diskette name and ID number.

To actually perform the initialize function, <PRESS> RUN/STOP and 0 (to initialize the diskette in drive 0), or 1* (to initialize the diskette in drive 1), or 2* (to initialize both diskettes in both disk drives).

You do not need to enter the Disk Command Mode to perform the Initialize function.

You may initialize at any time without affecting your text. Repeated initialization of a diskette is not harmful.

Practice INITIALIZING a diskette (in drive#0) by <PRESSing> RUN/STOP 0.

* Dual Floppy Disk Drive units only.

* * * * * * *

LESSON 3

VALIDATING DISKETTES

To enter a disk command, press the <CONTROL> key and then the Period key. The Status Line displays:

```
>                                                    C= xx  L= xx
```

The Validate command removes from use "bad" areas on a diskette, so that you cannot Memorize or Recall from them. It also deletes from the diskette files that were never closed properly. To validate a diskette, <TYPE> v and the disk drive number followed by a <RETURN>. To Validate diskettes in both drives*, just <TYPE> v followed by a <RETURN>.

If you ever have 'difficulties' storing a file on a diskette and you know there are enough BLOCKS FREE on the diskette, you should use the VALIDATE command to clear the diskette of 'problem' areas.

* Dual Floppy Disk Drive units only.

* * * * * * *

LESSON 4

DUPLICATING DISKETTES

(CBM 64 Compatible Dual Floppy Disk Drive Only)

To enter a disk command, press the <CONTROL> key and then the Period key. The Status Line displays:

```
>                                                    C= xx  L= xx
```

The Duplicate command creates a second, identical diskette with the same name, id number, and all of the same files. Be sure that both diskettes being used are in excellent condition.

To copy drive 0 to drive 1, Press <CONTROL> . d1=0 <RETURN>

To copy drive 1 to drive 0, Press <CONTROL> . d0=1 <RETURN>

NOTE: Place a brand new (or used) diskette in the disk drive to be copied to.

Before executing always check your command for possible error. Make sure that you give the correct drive numbers, or the blank diskette can be duplicated over the diskette containing the files.

The Duplicate command will be used extensively for BACKUP copies of your diskettes. This command allows you to duplicate a diskette onto a brand new diskette or used diskette. A diskette need not be formatted before the Duplicate command is performed.

The DUPLICATE command explained above is the correct procedure for producing BACKUP/DUPLICATE diskettes during daily use. For example, to produce another DUPLICATE/BACKUP copy of your Document Diskette you would insert a brand new diskette in Drive #1, enter the disk command mode via <CONTROL> . then <TYPE> d1=0 <RETURN>. A helpful mnemonic to use is as follows: Think of the letter "d" in this command as standing for Destination. Therefore d1=0 would mean the destination (drive to be copied to) is 1.

* * * * * * *

LESSON 5

COPYING FILES

(CBM 64 Compatible Dual Floppy Disk Drive Only)

To enter a disk command, press <CONTROL> then . (Period). The Status Line displays:

```
>                                                  C= xx  L= xx
```

The Copy command enables you to copy a particular file or files from one diskette to another or to the same diskette under a new file name.

To copy a file from one diskette to another:

<TYPE> c#:[new filename]=Old#:[old filename] <RETURN>

where "#" is the drive number which will contain the new file, and "Old#" is the drive number of file being copied. # and Old# can be the same.

For example, if you want to copy a file named "sample" on disk drive 1 to another diskette in disk drive 0:

<TYPE> c0:sample=1:sample <RETURN>

If you want to copy the file "sample" to the same diskette under a new name:

<TYPE> c1:newname=1:sample <RETURN>

* * * * * * *

LESSON 6

RENAMING FILES

To enter a disk command, press <CONTROL> then . (period). The Status Line displays:

```
>                                                  C= xx  L= xx
```

To change the name of a file on a diskette:

<TYPE> r#:[new name]=[old name] <RETURN>

For example, to rename a file on disk drive #0 called "sample" to the name "different":

<TYPE> r0:different=sample <RETURN>

* * * * * * *

LESSON 7

SCRATCHING FILES

To enter a disk command, press <CONTROL> key and then. (period). The Status Line displays:

```
>                                                    C= xx  L= xx
```

The scratch command enables you to erase unwanted files from a specified diskette. To scratch a file from a diskette:

<TYPE> s#:[file name] <RETURN>

You can scratch more than one file at once:

<TYPE> s#:[file name],[file name],... <RETURN>

For example, to scratch files called "sample" and "another" on disk drive #0:

<TYPE> s0:sample,another <RETURN>

Your practice diskette should contain a file named "section". Call a directory on disk drive #0 by pressing <CONTROL> 0 <RETURN>. Verify that the filename is displayed. If that file name is not displayed, choose another filename to SCRATCH/ERASE. SCRATCH/ERASE that file by pressing <CONTROL> . (period) to enter Disk Mode.

<TYPE> s0:section <RETURN>.

After a moment call up another directory from disk drive #0 and you will see that the filename "section" is no longer displayed.

To scratch similarly named files, i.e., all files beginning with the letters "lett" on Drive #0, you would:

<TYPE> s0:lett* <RETURN>

To scratch all files from drive #0 you would:

<TYPE> s0:* <RETURN>

* * * * * * *

LESSON 8

DISK DRIVE ERROR CHANNEL

If a DISK ERROR occurs during a Disk Command (signified by the red error light on the disk drive) the Disk Error Channel can be read to determine the cause of the error.

To read the Disk Error Channel simply <PRESS> <CONTROL> then , (comma). The Status Line will now display the appropriate Error number and message.

The following are some typical Disk Error Messages. Please consult your CBM Disk Drive User's Manual for further explanation of these error messages.

00,OK,00,00	C= xx L= xx
01,FILES SCRATCHED,xx,00	C= xx L= xx
26,WRITE PROTECT ON,xx,xx	C= xx L= xx
xx,READ ERROR,xx,xx	C= xx L= xx
xx,WRITE ERROR,xx,xx	C= xx L= xx
29,DISK ID MISMATCH,xx,xx	C= xx L= xx
xx,SYNTAX ERROR,00,00	C= xx L= xx
62,FILE NOT FOUND,00,00	C= xx L= xx
63,FILE EXISTS,00,00	C= xx L= xx
64,FILE TYPE MISMATCH,xx,xx	C= xx L= xx
72,DISK FULL,xx,xx	C= xx L= xx
73,DRIVE NOT READY,00,00	C= xx L= xx

* * * * * * *

SUMMARIES

SUMMARY OF <CONTROL> FUNCTIONS

NAME	ENTER BY	USE	CANCEL
Append Function	<CONTROL> a	Append lines from Extra Text	YES
Print Variable Block	<CONTROL> b	Put a Variable Block on screen	NO
Clear TAB	<CONTROL> c	Clear TAB at Cursor Position	NO
Exit to BASIC	<CONTROL> SHIFT q	Resets Computer	NO
Delete	<CONTROL> d	Delete Words and Sentences	YES
Erase Mode	<CONTROL> e	a=erase all r=erase remainder l=erases line	YES
Find	<CONTROL> f	search for a given string	YES
Goto	<CONTROL> g	Goto a specified line number	YES
Hunt	<CONTROL> h	Restart a local find function	NO
Fill Variable Blocks	<CONTROL> i	Fill in Variable Blocks	NO
Clear All TABs	<CONTROL> k	Clear off all the TABs	NO
Duplicate Lines	<CONTROL> l	Duplicate the Range of Lines	NO
Modify	<CONTROL> m	Modify Search Replace strings	YES
Numeric Mode	<CONTROL> n	Enter Numeric Mode	YES
Output	<CONTROL> o	Enters the Output Function	YES

NAME	ENTER BY	USE	CANCEL
Range	<CONTROL> r	Sets a Range of Lines	NO
Set TAB	<CONTROL> s	Sets a TAB at cursor position	NO
Transfer	<CONTROL> t	Transfer the RANGE of lines	NO
Variable Characters	<CONTROL> v	Appends groups of characters	YES
Extra Text	<CONTROL> x	Switches in and out of Extra Text	NO
Delimiter	<CONTROL> z	Enters a delimiter for LIST Data	NO
Global Copy*	<CONTROL> *	Copies all files in a linked Document	YES
Disk Mode	<CONTROL> .	Send a command to the disk drive	YES
Read Error Channel	<CONTROL> ,	Read the disk error channel	NO
Special Character	<CONTROL> ;	Enter a special character	YES
Underline	<CONTROL> <SHIFT> [	Turn on Underline	NO
	<CONTROL> <SHIFT>]	Turn off Underline	NO
Bold Printing	<CONTROL> (	Turn on Bold Type	NO
	<CONTROL>)	Turn off Bold Type	NO
Hyphen	<CONTROL> -	Enter a Hyphen symbol	NO
Find Variable Block	<CONTROL> f5	Find a variable block - go to it	NO
Empty a Variable	<CONTROL> ARROW UP	Delete the contents of Variable Block	YES
Home Data	<CONTROL> HOME	Clear Data Pointer to Home position	YES

* Dual Floppy Disk Drive units only.

NAME	ENTER BY	USE	CANCEL
Restart	<CONTROL> <SHIFT> RUN/STOP	Restart Program	NO
Directory	<CONTROL> 0 <RETURN> <CONTROL> 1 <RETURN> <CONTROL> 2 <RETURN>	Drive #0 Directory Drive #1 Directory* Selective Directory*	NO
Superscripts	<CONTROL> 4	Superscript	NO
Subscripts	<CONTROL> 6	Subscript	NO
Restart Global Find	<CONTROL> CRSR RIGHT	Restart a Global Find Function	NO
Search and Replace	<CONTROL> @	Enter search and replace function l = Locally g = Globally	YES
Column Add/ Subtract	<CONTROL> =	Column Add/Subtract	NO
Format Check Mark	<CONTROL> ?/	Enter a Check Mark on the screen	NO
Line Delete	<CONTROL> DEL	Delete a full line	NO
Line Insert	<CONTROL> <SHIFT> INST/DEL	Insert a full line	NO

OTHER IMPORTANT FUNCTIONS

Insert Mode	<SHIFT> <CONTROL>	Enter/Exit Insert Mode	N/A
Screen Read	£	Inserts filename automatically into Status Line. Used for REPLACING files and loading files from a directory.	N/A

* Dual Floppy Disk Drives Only.

* * * * * * *

SUMMARIES
SUMMARY OF FORMATTING COMMANDS

COMMAND	NAME	PARAMETERS	DEFAULT
cm	Comment	-	-
cn	Centering	1=on, 0=off	off
fa	Form Advance	4,6,8,12	6
fp	Forced paging	none=immediate 1-255=conditional	-
ft	Create page footer	-	-
hd	Create page header	-	-
hl	Head left margin	1-165	lm
hr	Head right margin	2-165	rm
ju	Justification	1=on, 0=off	off
lf	Send line feed to printer	1=on, 0=off	off
lm	Left Margin	1-165	5
ln	Do a specified number of line feeds	1-255	-
ma	Margin release	1-165	-
nx	Link next file	filename	-
p#	Set page number	2 or greater	1
pg	Set paging	Less than pp	-
pp	Set printer page	Page Length	-
ps	Pause	-	-
pt	Set Pitch	8, 10, 12, 15	10
ra	Right alignment	1=on, 0=off	off
rm	Right margin	2-165	75
sp	Set line spacing	1, 2, 3	1
vp	Vertical Positioning	1-pp	-

SUMMARIES

SPECIAL CHARACTERS

Each and every character on a NEC thimble (or other printing mechanism) has an assigned ASCII value for each character. The NEC Spinwriter print thimbles contain some characters that are important to certain WordPro 3 Plus/64 users, i.e., copyright symbols, trademark symbols, etc. WordPro 3 Plus/64 has the capability to use/print up to ten of these special characters. Character values must be set on a Format Line as shown below using the "assigning value procedure" (explained in this Section), to assign values to the ten special characters.

Example of Format Line to Assign Special Characters

@0=204:1=203:2=123:3=125:4=218:5=194:6=206:7=205:8=198:9=211 <RETURN>

These special characters are available in Edit Mode by pressing <CONTROL> ; (semi-colon). This produces an ARROW UP that will display on your screen. Then enter the number that corresponds to the special character previously assigned in a format line (or default value):

example: <CONTROL>; 6

This example produces an ARROW UP and the number 6 on your screen. During output, the special character assigned to #6 would print. This assigned number tells WordPro 3 Plus/64 to look for an "ASCII" value previously set to the number 6 on a Format Line. In this case, the value would be ASCII (206) which will print a copyright symbol during output on the NEC Spinwriter. Ten default values have been assigned as shown below.

0=	Assign Special Character 0	0-255	204
1=	Assign Special Character 1	0-255	203
2=	Assign Special Character 2	0-255	123
3=	Assign Special Character 3	0-255	125
4=	Assign Special Character 4	0-255	218
5=	Assign Special Character 5	0-255	194

6=	Assign Special Character 6	0-255	206
7=	Assign Special Character 7	0-255	205
8=	Assign Special Character 8	0-255	198
9=	Assign Special Character 9	0-255	211

NOTE: The default values of the special characters are designed to give the ten most popular symbols on the NEC Spinwriter's "Super Courier" thimble. Those special characters are:

0 =	British "POUND" Sign	= £
1 =	Degrees	= °
2 =	Open Braces	= {
3 =	Close Braces	= }
4 =	Cents Sign	= ¢
5 =	Registered Trademark (circled R)	= ®
6 =	CopyRight (circled C)	= ©
7 =	TM Sign	= ™
8 =	One Half	= ½
9 =	One Quarter	= ¼

* * * * * * *

SUMMARIES

SUMMARY OF ERROR MESSAGES

In addition to the WordPro 3 Plus/64 error messages described below, please refer to the Commodore Disk Drive User's Manual for further explanations of disk-related error messages.

Device < 4: Any device number must be 4 or more.

Device # Not Present: This error indicates an error with the printer or printer interface. Check that the printer interface (if used) and CBM 64 are connected properly and are turned on. Also check, if an interface which must be powered by the printer is being used, that the proper modifications have been made.

Dir Error: This means Directory Error. It can occur if the Disk Drive does not understand the directory on the diskette. Re-initializing the diskette may solve the problem.

Disk Full: The diskette you are using is full. No more files can be stored on it . Do not erase the file from memory. Re-memorize it on a different diskette, or scratch unwanted files from the full diskette and re-memorize.

Disk ID Mismatch: The diskette in the drive was not the last diskette to be initialized. Initialize the diskette you are trying to use.

Drive Not Ready: An attempt has been made to access the second drive (such as drive #1) which is non existent on a single floppy disk drive.

Fault In Disk Error Channel: WordPro 3 Plus/64 is unable to get a response from the disk drive. This may indicate a cable problem or that the disk drive is not on, or the device number which has been selected for the disk drive during power up is incorrect.

File Not Found: The file the disk was directed to recall does not exist on the specified diskette. Check the exact filename you are recalling.

File Type Mismatch: There are three types of files that can exist on a diskette: a program file, a sequential file, and a user file. All text is stored as program files, but sequential files can be used for external list data files. An attempt to recall a file of the wrong type will cause this error.

Left Margin=0: In the lm command, the left margin must be 1 or higher.

Left > Margin: In the lm and rm commands, the right margin must always be greater than the left margin.

Line Out of Range: You tried to move the cursor to a nonexistent line number.

Line Spacing > 3: In the sp command, line spacing of 1,2,3 are acceptable.

No Blocks Found: During the Automatic Variable Blocks (CONTROL i) function, no blocks are indicated in the Main Text.

No Drive Specified: You requested the Global Copy function (on a CBM 64 compatible Dual Disk Drive only) without giving the drive number of the source diskette before the file name.

No Line Range Set: You tried to use a Range function before entering the range setting.

No String Search Error: You have executed a Hunt function with no string search specified.

Out Of Blocks, More Data: During the <CONTROL> i function of Automatic Variable Blocks, the variable blocks are filled in Main Text, but there is more data left over in Extra Text. This is a normal Status Line message when you are using variable blocks and printing one document at a time.

Out Of Memory: you are trying to enter, recall, or append more text than WordPro 3 Plus/64 can store in its memory at one time.

Paging > Printer Page: The value of the pg command must not exceed the value of the pp command.

Read Error: This error message probably means that there is no diskette in the drive, but it can also mean that you have a badly initialized diskette. Re-initialize the diskette if it is in the drive.

Right Margin > 165: In the rm command, the right margin cannot be higher than 165.

Syntax Error: This message occurs if you type in a command incorrectly.

Trans Error: Last Line Used: The transfer function cannot operate because the last line of available text is used.

Variable Not Found: The variable name specified during Appending was not found in Extra Text.

Variable Type Mismatch: The variable exists in Extra Text, but does not contain the correct delimiters.

Write Error: When the disk drive memorizes a file, it reads it back to see if it was memorized correctly. This error occurs if it was not. Re-memorize the file or change the filename if necessary.

Write Protect On: There was something blocking the write-protect slot on the side of the diskette, and you attempted to memorize something. If you wish to memorize (store) something on a diskette that has the write protect notch covered, you must first remove the write protect tab.

* * * * * * *

PROGRAMMER'S NOTES

By Steve Punter

INTRODUCTION

The following guide will explain in programmer's terms how to use the input/output features of WordPro 3 Plus/64 with other programs such as mailing lists and terminal programs. The information given here will assume an advanced understanding of the Commodore 64 and/or computers in general and is not intended for the novice WordPro 3 Plus/64 user.

Output To Disk

Text is normally stored on disk as "Text Files" in special "screen code", and accessed through the MEMORIZE and RECALL commands. These files are not particularly useful to anyone intending to interface them with outside programs or peripherals.

To remedy this problem, a special mode of the Output function called "Output To Disk" allows text to be sent to the disk in one of three forms. These three forms are as follows:

- CBM compatible format
- ASCII compatible format
- Multi-User (Printer) compatible format

CBM compatible: This means that the text is sent to the disk in "CBM/PET ASCII" form. To make it directly usable to an INPUT# statement, a quote is put at the beginning of each line so that BASIC does not stumble on commas, colons, or semi-colons. To round out the compatibility, all quotes (ASC[34]) in your text are converted to APOSTROPHIES.

ASCII compatible: In this mode, the text is sent to the disk in proper ASCII format, not the PET ASCII format. As above, a quote is sent at the beginning of each line to allow a Basic INPUT# statement to work without stumbling on colons, commas, or semi-colons.

Multi-User (Printer) compatible: In this mode, the disk receives **EXACTLY** what the printer would receive if the output were going there. This includes all escape codes for Form Advance, Pitch Setting, and Semi-Proportional Justification (if letter-quality printer mode was selected at power-up). No quotes are added, and no characters are converted for the sake of a BASIC interface.

The file is of the fully formatted SEQUENTIAL type in all cases, and not in the "raw" form.

Choosing The Right Type Of Output

Off hand, you may not be sure what type of output suits your needs the best. To make life easier, here's a quick cross-reference of possible needs and their associated output types.

1) You have a BASIC program which you would like to have read each line of the formatted text and print it on the screen for the operator to read. Ideally, all you want to do is open the sequential file, use INPUT# to get the line and PRINT to put it on the screen (no conversions or GET# required). For this application, use the CBM compatible output.

2) You have an ASCII type printer and you would like to have your BASIC program input the formatted text from disk and send it directly to the printer without having to do any ASCII conversions or use any slow GET# routines. For this problem, use the ASCII compatible output.

3) You have a MACHINE LANGUAGE program which you would like to have drive a Letter-Quality printer from the formatted text files, but you want all Escape sequences left intact so that you will get Semi-Proportional spacing and the proper Pitch and Form Advance settings. For this, the best type of output is the Printer compatible one.

4) You have written up some text you would now like to send to another computer via a modem. The computer at the other end does not like CBM/PET ASCII and knows nothing of printer Escape codes, but you don't want to have to look for the Quote at the beginning of each line and skip it. For this, you are going to have to make sure your WordPro 3 Plus/64 was powered up for an ASCII printer. If it wasn't, be sure your text is saved, then execute <CONTROL> <SHIFT> RUN/STOP to return the program back to the start-up configuring questions, and select ASCII for the printer type. Now reload your file and use the Multi-User (Printer) compatible output.

As a quick rule of thumb: If the sequential file is destined to the PET screen, or the CBM printer, use CBM type; If the file is destined to a simple ASCII printer or the file is to be further manipulated by an external program, use ASCII type; If the file is destined to a Letter Quality printer, or another computer, use Printer type.

Output To Disk

When data is output to the disk, it will take the following form:

- Formatted Line
- Carriage Return [asc(13)]
- ...
- Last Formatted Line
- Carriage Return [asc(13)]
- Carriage Return [asc(13)]
- End-of-File marker [asc(128)]
- Carriage Return [asc(13)]
- Line Feed [asc(10)]

Each Formatted Line takes the form:

- Quote [asc(34)]
- Data in line including all commas, colons & semi-colons (but with all double quotes [asc(34)] made into single quotes [asc(39)])

The extra carriage return after the last formatted line is there because the formatter was designed to put out at least one blank line between pages (for the sake of the printer). The End-of-File marker is required to get around a peculiarity in the BASIC regarding INPUT# (more on that later).

Each Formatted Line will contain exactly what the line would contain if it were output to the printer, but with a quote at the beginning. This quote allows a line to contain commas, colons, and semicolons, and still be input by BASIC's INPUT# command. All regular quotes within the formatted line will be changed to single quotes (apostrophe) so that INPUT# will not take it to mean the end of the line. Left margins greater than one will have their leading spaces also included, so if you had the left margin set to 5, you would find four spaces at the beginning of each line (after the quote, of course).

The type of characters (true ASCII, or CBM ASCII) will depend on the way you powered up the program. In the ASCII or Spinwriter modes, the type of output will be True ASCII, while in the CBM mode, the output will be CBM ASCII (I will refer to the two types as ASC and CBM from here on). In all cases, justification will be the "full space" type.

Underline/Enhancement is handled differently in each mode. When output is in the CBM mode, an Enhancement On is sent as a Reverse Field On, and an Enhancement Off is sent as a Reverse Field Off. This will cause the Enhanced characters to be "High Lighted" when the line is printed. When the ASC mode is used, the high order bit of each character underlined will be set (character OR'ed with 128). ASCII devices ignore this bit, so a direct output of this file to a printer will result in no

difference between regular and underlined characters. The bit is set so that you may check for, and process the characters as you please.

The CBM type is directly compatible with COMMODORE BASIC. For instance, let us presume that you output a piece of text and are now back in BASIC. You wish to input this text from drive 0 and print it on the screen just as it would have appeared on the printer. All you need do is enter the following BASIC program:

```
10 open2,8,2,"0:[File Name],s,r"
20 input#2,a$:ifa$=asc(128)then40
30 printa$:goto20
40 close2:end
```

Now, the reason for the End-of-File marker: INPUT# will crash if it receives, as the last character, a straight carriage return. This could have been remedied by just putting a line feed at the end of the file, but checking for the disk to send the end-of-file signal is, in my opinion, not as reliable as a definite end-of-file marker.

Accessing Output-To-Disk

To access the Output-to-Disk feature, set the Output function exactly as you would if the text was going to the printer, but instead of pushing <RETURN> to initiate the output, <PRESS> d. The Word Processor will now prompt you with:

Cbm, Ascii or Multi-user?

To this you respond c, a, or m depending on which of these previously mentioned three output types you require. The Status Line will now show:

XXX File: Drive # ?

Where XXX is "CBM", "ASC", or "MTU" to verify which of the three output types you chose. Enter the drive number upon which you want the sequential file to be created. The Status Line will change to show:

XXX File: D:[cursor]

Where D is "0" or "1" to verify the drive number chosen. Now enter the name you would like the sequential file to have. Press <RETURN>, the program will now do one of three things:

1) It will discover there already is a file on the disk under the name you have specified, in which case you will be asked if you want to REPLACE the existing file (in EXACTLY the same manner as MEMORIZE). You can either cancel the function by pressing <CONTROL>, or overwrite the old file by hitting <RETURN>. If the file is to be overwritten, operation continues the same as if the file did not have to be replaced.

2) A disk error will occur (FILE TYPE MISMATCH), in which case output will be automatically cancelled and the error displayed on the status line. NOTE: This also includes an attempt to overwrite a file which is not currently a sequential file (i.e. a Text File).

3) Everything will go smoothly on the disk and output will commence (if Global output was chosen, the Global file name would be asked first).

Completion of the sequential file can be determined by noting that the disk light has gone off, and that the Status Line has returned to normal.

Sequential List Data (SLD)

You have now seen how formatted text can be passed out of WordPro 3 Plus/64, but how can data from another program be brought in? You could have this other program create a Text File, which could be directly brought in with RECALL, but as this is a very time consuming method of passing data, we have provided a Sequential List Data function.

What is Sequential List Data? It is a function of Output which allows Variable Blocks to be filled by RECORDS from a sequential file (stored on disk) rather than from EXTRA TEXT. The format of a Sequential List Data (SLD) file (on disk) is quite simple. It contains all of the "pieces" of data to be inserted into Variable Blocks, delimited by carriage returns (ASC[13]) or <CONTROL> z characters (ASC[162]).

As an example, consider the following Form Letter:

> Dear Mr. <CONTROL> b:
>
> Our computers tell us that you currently owe us the sum of $<CONTROL> b. We would like payment within <CONTROL> b days, or we will have to take legal action.
>
> Yours Truly,
> The Management

The contents of a sequential file which can fill in these Variable Blocks is as follows:

```
Punter(ASC[13])100.00(ASC[13])12(ASC[13])
Smith(ASC[13])125.25(ASC[13])2(ASC[13])
```

You will note that each piece of data is separated by a carriage return in this example, but any, or all, could have been separated by using ASC[162].

If you use carriage return/line feed combinations, no ill effects will be noted since line feeds are ignored.

Creating SLD Files in BASIC

To allow you to test the operation of this feature, here is a BASIC program which will create a simple SLD file on drive 0:

```
100 open 2,8,2,"0:an sld file,s,w"
110 input"piece of data";a$
120 if a$="end" then close2 : end
130 print#2,a$ : goto110
```

Simply type in each piece of data, then hit <RETURN>. Once the last piece has be entered, type end <RETURN>. This SLD would create a sequential file named "AN SLD FILE" which would then be available as input (via imbedded variable blocks) into a WordPro document.

Creating SLD Files from WordPro

Using Main Text, rather than Extra Text, type in (or RECALL) as much List Data as you can fit into (see Automatic Variable Blocks (placing data in Extra Text)in Section 5) the text area. Now prepare to memorize this on disk as, say, "List1", but first, add an "nx" command to link it to "List2". Memorize this file, then start on the next one.

What you are in effect doing is creating (when it is Output to Disk) a large List Data File that is made up of Globally Linked Files.

Once you have all the files of your List Data ready to go, you can create the SLD file when you globally output it to disk by using the following keystrokes:

<CONTROL> o g d c [drive #] [filename] <RETURN>
[first global file name] <RETURN>

Once this is finished, you may use the newly created, "combined" file as an SLD. With this method, the amount of List Data available for a single output is limited only by the space left on the diskette.

Using SLD Files

To use SLD files, first make sure your Form Letter is in Main (visible) Memory, then enter the output function with <CONTROL> o. Proceed with the setting of output parameters EXACTLY as you would for a regular Extra Text-derived form letter, but instead of using l for List Data, use s for Sequential.

Upon pushing <RETURN> or d (yes, a sequential file can be written while another is read) the Status Line will change to show:

SEQ File: [cursor]

Type in the name of the SLD file that you wish to use. If the file name entered does not exist, or another disk error occurs, the output function will be aborted and the disk error will be shown on the Status Line. Otherwise, the program will go on to work like it does with List Data, but the information will come from the disk, not Extra Text.

Special Characters

First of all, you might wonder why some of the sample characters (on the NEC thimble) had values of greater than 127, after all, ASCII is a 7 bit code, not an 8 bit, so what gives? Well, quite simply, the NEC Spinwriter does not have all its special characters as straight ASCII values, but instead, has them as the Graphics Mode of the letters A to Z [ASC(65) to ASC(90)]. To access them, you must output an ASC(14) (which puts the NEC in the Graphics Mode), followed by the ASCII value, and finally, an ASC(15) (to put the NEC back in the regular mode).

The special characters on WordPro 3 Plus/64 are arranged in the following manner: If the value assigned is between 0 and 127, then only that number will be output. If the value assigned is between 128 and 255, then the output will be ASC(14), ASC(Assigned Value - 128), ASC(15). For example, if you wanted the special character to be "A", you would assign the value to 65, but if you wanted the character to be the Graphic Mode "A" (the one eighth symbol), then you would assign the value to 193 (65+128). (Refer to Section 8 for further information.)

Assigning Printer Controls To Special Characters

It may have run through your mind that perhaps the special characters could be assigned to printer controls, like 8 for back space. Well, you can, but beware, the formatter does not allow for them. It presumes that all characters printed, do in fact print, so anything else could mess up the line length, printer page, or both. Use them if you must, but know what you are getting yourself into.

Exit to BASIC

For the convenience of programmers (and users) who wish to exit WordPro 3 Plus/64 in order to load another program into the CBM 64 computer, the Exit to BASIC command is available.

In order to "Exit" WordPro 3 Plus/64 and return to "Computer Mode" without turning off the computer, perform the following three keystroke sequence:

<CONTROL> SHIFT q (letter "Que")

The three keystroke sequence has been designed to preclude any "accidental" Exits to BASIC. Performing this keystroke sequence will return control to BASIC. Once accomplished, the BASIC command "new" should be executed to clear the BASIC memory area.

MULTI-USER or PRINTER DISK OUTPUT

MULTI-USER/PRINTER DISK OUTPUT is added to assist in multi-user applications where spooling from disk to a common printer is required. Still maintained are the ASCII and CBM type disk outputs, but added to these is the "Multi-User" disk output. In this mode, every character that would be sent out to the printer is sent out to the disk WITH ABSOLUTELY NO MODIFICATIONS.

When you type d in the output mode, the question will now be:

Cbm, Ascii or Multi-user?

If you want the Multi-User type output, simply type the m key. To verify your choice, the next prompt will be:

MTU File: Drive # ?

At this point you will be able to specify the drive number and the name of the MTU file. The printer information included with the text will be that of the printer you had selected at power-up. To use this file, the spooling program would simply send every character in the MTU file to the printer.

* * * * * * *

January 1, 1983

WordPro 3 Plus/64 Operator,
c/o Your Location
One PSI Drive
Needham, MA 02194

Dear WordPro 3 Plus/64 Operator:

As the saying goes, "a picture is worth a thousand words". The following "example letter" is intended to act as a "picture". A careful study of this letter will enable you to graphically see how almost every major format command in WordPro is used in a real example.

How to Print Out This Example Letter

After examining this example file in Edit Mode (on your screen) you may print out this textfile for comparison purposes. To printout this example letter position your paper (in the printer) at the very top of the page and press:

<CONTROL> o c g <RETURN>

then

<TYPE> example letter <RETURN>

Note: If you do not have continuous forms paper in your printer, omit the c in the above command. <PRESS> c for "continue" after it finishes printing each page and you have inserted another sheet of paper.

The first line of a text file should be a comment line, as shown in this textfile named example letter. The comment line in this example contains the name of the text file you are currently working on. A comment line can also be used to inform the operator of any special notes or instructions for a specific file, date of last revision, or other useful operator information. A comment line should be on a line of its own and will appear as part of the displayed document in Edit Mode but will not be printed on the paper when output.

The second line of this text file contains an imbedded command referred to as vertical positioning. Vertical positioning commands the printer to advance the paper from the top of the page to the number of lines specified by the vp command. Vertical positioning causes the printer to automatically position your paper in the desired location before output begins. To position the first line of text (in this case the Header) two lines down from the top of every page, you would use a command of vp2. The vp command is extremely handy when using letterhead stationery. If the company logo/information is 7 lines deep (from the very top of the paper) use a vp of 9. This allows all operators to always start paper at the very top edge of the paper.

The third line in this text file is referred to as the format line. The format line tells the printer where to begin the left and right margins, the length of paper you will be working with, the number of lines to print on each page, header and footer parameters, and other format information. When using more than one format command on the same line, they must be separated by a colon (:). Format lines must always be started with a FORMAT CHECKMARK (via <CONTROL> /) and end with a RETURN. The following paragraphs explain the use of each command on the format line.

Margins: The left margin is set by using an "lm" command followed by a number, which represents the left margin for printing purposes. Similarly, the right margin is set by using an "rm" command followed by a number. For example, lm12:rm75 instructs the printer to begin printing at column 12 and end each line at column 75.

Printer Page: The "pp" command sets the "length of the page," i.e., tells WordPro the length of the sheets of paper you are printing on. This information is essential when using multi-page documents, continuous form paper, or headers and footers. Standard size paper (8 1/2 x 11 inches) has 66 lines top to bottom. European size paper is approximately 8 1/4 x 12 inches and has 72 lines top to bottom.

Paging: The "pg" command is used in conjunction with the pp command. It establishes the maximum number of lines of text to be printed on each page. The pg command must have a smaller number than the pp command as you cannot print more lines on a page than there is room for. The pp and pg command must go together to avoid printing off the paper; especially important when printing multi-page documents. In this particular text file, we have set our "pg" to 62. This tells the printer that we never want more than 62 lines to appear on any one page. We will see later in this text that we have the flexibility to put "less than" 62 lines of text on a page by using another imbedded command called Forced Paging.

Justification: The "ju" command tells the printer to justify the right margin so that the right margin is "flush" down the page (as seen in books or newspapers). The printer spaces proportionally between words to create an even right-hand margin. When the "ju" command is followed by the number 1, justification is on. Should you want to discontinue right-hand justification, you can do so at any point in your document by creating a new Format Line by entering a Format Checkmark, the letters ju and the number 0, which turns justification off. As an example, notice how justification is turned off in this paragraph and turned on in the next paragraph.

Headers/Footers: The "hd" and "ft" commands allow you to automatically number your pages or print out the same text at the top or bottom of each and every page. The Header or Footer commands should be on format lines of their own. The number following the ft command specifies the number of lines up from the bottom of each page the page number or footer comment is to appear. The number after the hd command tells the printer how far down from the Header you want text to start printing. A colon must always follow the number. In the ft example in this document, the comma tells WordPro that no text will be printed in the left-hand field and to print the page number in the center field. The return indicates that the third field will not be used. If you prefer having your pages numbered on the left-hand side of your paper, eliminate the comma. If you want the pages numbered on the right-hand side you would use two commas instead.

Linked Files There will be times when you will type a document which exceeds the available lines of internal memory, making it necessary to link files on the diskette. The link, or "nx" ("nx" = next) command, creates one document out of a number of linked files. For instance, this example letter will not fit on one file. To make the two files seem as one, we use an "nx" command to instruct the system to treat all linked files as one large document. This is accomplished through the use of the "nx" command. Begin your file as you would any other file, using whatever margin and paging commands you desire. Type in the information until you have used all but 10 or 20 of the available lines of memory. End the last paragraph with a RETURN. On the very next line, type in a Format Checkmark followed by the letters nx and a colon. Then, type in the name of the file you want to link to (i.e., linked letter) and <RETURN>. THE "nx" COMMAND MUST BE ON A FORMAT LINE OF ITS OWN AND MUST BE THE LAST LINE OF TEXT IN YOUR FILE.

When you wish to output files that are linked GLOBALLY, you must specify g for Global during your output sequence, i.e., <CONTROL> o c g <RETURN>. The g is for GLOBAL output, the c represents CONTINUOUS.

The "nx" command shown below instructs the system to treat the next textfile as part of the same document. The "nx" command does not print out during output and it is invisible to the user during global output or global file manipulation of the entire document. When an nx command is encountered during output, WordPro 3 Plus/64 automatically calls the next file (specified in the nx command) into Main Text and continues printing with the same output parameters (margins, etc.) as before.

Forced Paging: The forced paging command insures that the printer will stop printing text on the current page and FORCE the remaining text to be printed on the next page. This command follows the last line of text you want printed on a particular page (that line of text must end with a return). Type in a FORMAT checkmark and the letters fp followed by a RETURN. The second to last line of the previous file (example letter) was an fp command to force the next page. This allowed us to start the paragraph on a new page. You may also instruct the printer to "look ahead" and see if there will be enough room on a given page to print an entire table, etc. We would specify the number of lines after the "fp" command.

An example: @fp5 <RETURN>

This "fp5" command tells WordPro 3 Plus/64 to look ahead at the next 5 lines and see if they will fit on the current page; if they fit, WordPro 3 Plus/64 will print them on the current page. If they do not fit, WordPro 3 Plus/64 will automatically Force Page to the beginning of the next page. This command is very handy for paragraphs, columns of numbers, or any other text that you would want to always print out together.

Right Alignment: The "ra" command, which should appear on a line of its own, will align the text following the ra command with the right-hand margin (causing a ragged left-hand margin.) The ra command is ideal for placing dates (see date below) or signature blocks flush with the right margin automatically. The ra format command is turned on by typing an "ra1" and turned off by typing an "ra0".

Date would be right aligned here

Centering

The centering command is usually placed on a line of its own. As with all format commands, it must be preceded by a check mark. Like the justification and right alignment commands, centering is turned on by a "cn1" and turned off by a "cn0". All text following the "cn1" command will be centered automatically until WordPro encounters a "cn0".

Line Spacing:

The imbedded command preceding this paragraph instructs the printer to automatically double space from this point on. If you prefer triple spacing, the number 3 would follow the "sp" command rather than a 2. You can alter your spacing commands at any point in a text file by entering the number desired. (1=single spacing, 2=double spacing and 3=triple spacing)

> If you need to block indent a paragraph instruct the printer to change the left and right-hand margins. Use the same format as you did to originally set the margins (ie:, check mark at the beginning of the line and a colon to break up the commands). Your paragraph will automatically indent for you.

To reset the margins back to their original or a new position, simply type in a checkmark followed by your initial "lm" and "rm" commands. Notice how the margin changes have been "imbedded in text" before this and the preceding paragraph. These imbedded commands are instructions to the printer and are not meant to be printed out.

Lines Command: The "ln" command (see above example) instructs the printer to advance the paper forward the specified number of lines entered in conjunction with the "ln" command. In this case the printer will advance 7 lines before starting this paragraph. This is used in place of repeating the return key 7 times, and prevents using excess space on the screen and in memory.

> If paging had just occurred and WordPro 3 Plus/64 encountered an ln command and executed it, you would start a new page with the number of blank lines specified in the ln command! Since this would make your output look inconsistent, we have set up WordPro 3 Plus/64 to ignore the ln command when it falls between the parameters explained above. If an ln Format Command is encountered at the beginning of any page (during output) and no text has yet been printed out on that page, the ln command will be ignored. If however, you do want the ln command to function (even at the beginning of an output page), precede the ln command with a RETURN on a line of its own (not on a Format Line.)

Margin Release: The margin release command over-rides the imbedded left-hand margin command. That is, it "outdents" text the number of spaces specified in an ma command. This is an extremely useful command when setting up outlines, block indented paragraphs, etc. It should be remembered that the margin release command only affects the first line of text immediately following it.

1. Whenever you are working in an outline format, you can command that a specified number of characters be placed to the left of your left-hand margin.

2. This allows the operator to continue to input at full typing speed while taking advantage of word wraparound.

Underlining: To underline a character, word or phrase, we must tell the printer where to begin underlining by pressing <CONTROL> and the open bracket ([) key. Type what you want underlined and then tell the printer to end underlining by pressing the control key and the end bracket (]). The screen will display a small square before and after the text to be underlined. When using underlining, keep in mind that the underline control characters take up a space on the screen. However, when printing out they do not take up a space. This is important if you are lining up columns of numbers or text.

Bold Face Printing

Notice that it is very easy to have Bold Face Printing. Bold Face Printing is accomplished by:

<PRESS>ing <CONTROL> ((open parentheses)

and then <TYPE>ing the text to be bold faced. All the text will be Bold Face Printed until a <CONTROL>) or a <RETURN> is encountered. If you are editing text and wish to Bold Face Print only a few words, you would move your cursor to the position where you wish Bold Face Printing to begin, insert one space and then type in <CONTROL> ((the "begin" Bold Face Print command). The same situation applies to the insertion of the "end" Bold Face command.

Bold Face Printing and underlining can be accomplished at the same time. If you review the Example Letter on your screen (and compare it to the printed version contained in the User's Guide), you will see how this is accomplished in the next sentence. **This sentence is underlined and Bold Face Printed at the same time.**

Superscripts (superscript^{1}) and Subscripts (subscript$_{1}$) are very easy to accomplish. Press <CONTROL> 4 (this produces a graphics character "line" on your screen) and the next character you type will be superscripted. Using a <CONTROL> 6 produces a similar but lower graphics character "line" on your screen) and the next character you type will be subscripted. Repeat the sequence as necessary for each character to be superscripted and subscripted.

Compare this paragraph (in edit mode) on your screen with the printed version. Notice that in order to save space, we have started the line with one format command (cnl) that turns centering on, then a semi-colon. This means that you may begin a line with one format command separated from your text by a semi-colon. This is a very useful space-saving method, although there are two format commands that MUST NOT BE USED in this manner are the (ln) Lines Command and the (fp) Forced Paging Command.

Notice this line is centered by the above mentioned method.

With WordPro you save valuable time, manpower, and money. You have seen some of the features and benefits that can be realized with the use of WordPro. There are a multitude of editing features available. These features include inserting or deleting words, lines, phrases and paragraphs. You may transfer paragraphs and recall frequently used phrases and paragraphs into your document from memory. This eliminates the need to tediously type repetitive pieces of information.

Again, thank you for purchasing a WordPro 3 Plus/64 from Professional Software Inc. We are sure that you will enjoy its use.

THE STAFF OF PROFESSIONAL SOFTWARE INC.

CARE OF DISKETTES

Diskettes are flat, round, flexible "plates" with a magnetic surface similar to the surface of an audio tape. This magnetic surface stores data in a fashion similar to audio tape recording.

Diskettes are extremely delicate and should be handled with extreme care. The proper care and handling of diskettes is critical to the reliable performance and life expectancy of the recorded data contained on that diskette. Diskettes should always be held very lightly with your thumb over the diskette label. The oblong oval-shaped area (that exposes the magnetic media) is the area from which information on the diskette is read from. If any foreign substances mar this area of the diskette, you may experience loss of data. NEVER touch, or otherwise have contact with, this area of the diskette.

Notice the circular hole in the middle of the diskette. When placed into the disk drive with the hatch cover closed, this circular hole is engaged by a conical-shaped device (inside the disk drive unit) which then spins the disk media around within the disk jacket during reading or writing. When placing a diskette into a disk drive unit, this hole should be centered as much as possible. This can be accomplished by inserting the diskette into the disk drive unit very slowly and "jiggling" the disk drive hatch door closed, rather than snapping the hatch cover closed in one quick motion. This jiggling allows the conical-shaped device to slowly force its way into the circular-shaped opening of the diskette which helps to align the diskette correctly. This procedure will save you from experiencing initializing errors.

As you look directly at a diskette, you will notice that the right-hand edge contains a "notch" approximately 3/4 of the way up on the right hand side. This "notch" (usually not covered by anything) is called the "write protect notch". When this notch <u>is not</u> covered by anything, information can be stored on the diskette. When this notch <u>is</u> covered, however, the diskette will not allow anything to be stored on it. Once you have completed an important diskette (and would not want to inadvertently store something on it), place a write protect tab (always supplied with diskettes) over the notch.

* * * <u>ALWAYS BACKUP YOUR IMPORTANT</u> * * *
<u>DISKETTES</u>

STORAGE OF DISKETTES

Diskettes should be stored, at a minimum, in the paper jackets supplied with your diskettes. Diskettes should be stored under approximately the same environmental conditions in which people are comfortable. An ideal condition is humidity at 50% and an environment free of dust and dirt. A small particle of dust is "extremely large" when compared to the topography of the recording magnetic media that actually records information. Relatively safe environmental ranges for diskettes are between 50-125 degrees Fahrenheit and 10%-80% relative humidity. Environmental conditions outside of these limits should be avoided whenever possible.

DO'S AND DON'TS OF DISKETTE CARE

DISKETTE DON'TS	DISKETTE DO'S
- Store diskettes in a pile or stack.	- Store diskettes in the supplied paper jacket in an upright position.
- Apply any label or materials to any exposed surfaces.	- Right on labels before applying labels to the diskettes.
- Write on the diskette with pencil or ballpoint pen.	- Place diskettes into paper jackets properly by inserting the oval exposed area first.
- Handle any exposed surfaces.	- Fully insert diskettes into drive and gently jiggle the door closed.
- Expose the diskette to any environmental extremes.	- Write on diskette labels with felt tip pens.
- Slam or snap door of disk drive.	
- Place objects on top of diskettes.	
- Place diskettes on top of disk drive.	
- Expose diskettes to dust.	

* * * * * * *

GLOSSARY

APPEND	The ability to call for frequently used phrases, paragraphs, salutations, etc. by supplying the WordProcessor with a number, initials or some other predesignated code.
AUTOMATIC WRAPAROUND	Feature which automatically "drops" characters to the next line when it cannot fit on the current line. Eliminates having to return after every line.
BACKUP	The process of making copies of Diskettes on duplicate Diskettes, or of printing hard copies, to insure against loss of valuable text or data in the event of a system or power failure, or an operator error.
CARTRIDGE	The interchangeable Ribbon Cartridge which may reside on the Printhead.
CONTINUOUS FORM	Any form supplied in continuous, tear-off format for continuous printing. Usually has Tractor holes on both edges.
CONTROL KEY	<f7> key, which allows us to access the second functions (editing functions) on the keyboard.
CURSOR	A solid white block on the Video Screen which indicates where the next entry will be placed.
DEFAULT	Pre-determined values set within the system.
DATA DISKETTE	A Diskette which contains data or text generated on the SYSTEM by the user, or a blank formatted Diskette ready for the entry of information (see Document Diskette).
DECIMAL TAB	Automatically aligns decimal numbers with equal decimal places at specified TAB locations.
DIRECTORY	A listing of all the file names stored on a particular Diskette. A hardcopy can be printed in the normal manner if necessary.

DISKETTE — A 5 1/4 inch magnetic disk enclosed in a plastic protective envelope. The element for nonvolatile storage. Also referred to as a "floppy disk", "floppy", or "floppy diskette".

DISK ACTIVITY INDICATOR — A red light located on each drive which indicates that Diskette read or write activity is in progress. A green light may activate to indicate a power on status.

DISK DRIVE — The mechanical device which reads and writes to and from Diskettes. Each Disk Drive is designated with a number (i.e. a CBM 1541 Single Floppy Disk Drive number is 0).

DISK ERROR INDICATOR — A red light located on the disk drive which blinks off and on to indicate an error condition.

DOCUMENT DISKETTE — The "floppy" Diskette which all of your files are stored on; in addition, holds your Directory.

ERROR MESSAGE — A message which appears on the screen to inform the operator that an improper function has been attempted or that a command has not been given in the required form.

EXTRA TEXT — Area of temporary memory where we can store frequently used phrases, formats, etc. This area will not retain data if power is removed. We may, however, store from Extra Text onto our Diskettes for permanent storage.

FILE NAME — The name assigned by the operator for a Document to be stored on a diskette. **A file name can never contain a (* , : ; ? ").** A number can never be the first character of a file name.

FOOTER — Information which is automatically generated on the bottom of specified pages in a document, e.g., page numbers.

FORM LENGTH — The length of a Continuous Form which must be set on some printers subpanel to insure that printing will begin at the proper point on each succeeding form (normally 66 lines).

FORMATTING — The function which must be performed prior to using a new (unused) Diskette. (See "Newing").

GLOBAL	Pertaining to an entire document via linked files, e.g., global replace.
HARD COPY	Any Document or other information when printed on paper.
HEADER	Text which is automatically generated on the top of specified pages in a document; e.g., running headers such as "CONFIDENTIAL".
HOME POSITION	Left-most position on first text line.
IMBEDDED COMMANDS	Commands placed within text to instruct the printer to output in a certain way. The imbedded commands are not printed out on hard copy, but are visible on the display screen.
INITIALIZE	The process of preparing an already "newed" diskette for immediate use. The initialize function allows the Disk Drive to read the Diskette "name" and Diskette I.D. number. The initialize function also aligns the "read/write" head on the Directory portion of the Diskette. After initializing, the Diskette is now available for use. A Diskette may only be initialized if it has been properly "newed" when it was used for the very first time.
JUSTIFY	To create an even right-hand margin.
KEYBOARD	A typewriter-like keyboard used to input information, text or commands to WordPro 3 Plus/64.
LINKED FILES	Files that are "linked" together via the use of an NX command at the end of each file.
LOCAL	Pertaining to text within "Main Text" area only.
MAIN TEXT	The Main temporary memory of the System. Main Text is used as a window into the memory. Main Text however, unlike a Diskette, will not retain data or text if power is removed.
MEMORIZE	The act of storing a file on Diskette to be saved for later use.
NEWING	The action which must be performed prior to using a new (unused) Diskette. This function may be used to "erase" an entire diskette and give the diskette a new name and ID number. (See Formatting).

NUMERIC MODE	See decimal tabulation.
OUTPUT (or Printout)	Automatic typing of recorded text.
PAGE NUMBERING	Automatic sequential numbering of pages.
PAGINATION	Automatic breaking of text into pages during the printing process.
PRINTHEAD	The entire moving mechanism within the Printer which usually carries the Thimble and Ribbon Cartridge across the paper.
PROMPT	A message from WordPro 3 Plus/64 which informs the operator that a particular entry is required.
RANGE	A section of text, which we specify by highlighting in reverse field. We would specify this particular area for performing a function with it (ie: transfer it, delete it, etc).
RECALL	The act of asking for a file stored on Diskette to be brought into the main text area for editing or printout.
SYSTEM DISKETTE	A Diskette which is usually loaded in Disk Drive #0. Contains the WordPro 3 Plus/64 program which contains all of the operational instructions for the system.
THIMBLE	The circular-printing element located in some PRINTERS. May be easily replaced to change type styles or fonts.
TRACTOR	A device which is attached to a PRINTER to allow the use of CONTINUOUS FORMS. Contains the sprockets which engage the holes on CONTINUOUS FORMS.
VARIABLE BLOCKS	The portion of any standard letter which changes or varies from one letter to another (i.e., - Policy number within an insurance letter). The Variable Blocks allow us to type the same letter continuously while changing only the variable portion.

VIDEO DISPLAY — The television screen of the computer, also called simply the "screen", or CRT.

WORD PROCESSOR — Automated system used to create, edit, store, and print text. Also, it is capable of performing special functions and operations such as text movement, merging variables into standard text, etc.

WRITE PROTECT TABS — Tape like material used to cover the Write Protect Notch on a Diskette. When a Write Protect Tab is placed over this area, we cannot erase or destroy the data on the Diskette.

* * * * * * *

WARRANTY DISCLAIMER

The computer programs supplied on the magnetic diskette and these instructions are provided to you, their user, with no warranty of any kind. Although due care has been taken to ensure the correct operation of these programs, no representation is made about their fitness for any particular use or about the accuracy of their results. PROFESSIONAL SOFTWARE INC., their distributors, retailers, and agents thus assume no responsibility and accept no consequential, incidental, or other liability arising from the use of these programs. Some states do not allow the exclusion or limitation of implied warrantees or liability for incidental or consequential damages, so the above limitations may not apply to you.

All WordPro 3 Plus/64 System Diskettes are thoroughly inspected and tested before final packaging and are covered by a limited 90 day warranty on the diskette. It is still possible, however, to experience loading problems with a known good diskette. If you are unable to load WordPro 3 Plus/64 via the normal method, try the procedure below.

STEP a) Turn your CBM 64 off and then on again.

STEP b) Insert your System Diskette in drive #0 and "close the door".

STEP c) <TYPE> open 1,8,15,"i0",8 <RETURN>. Use the number zero, not the letter "o".

STEP d) <TYPE> load "0:boot",8

Wait five or six seconds for the cursor to reappear. If the cursor does not reappear after ten seconds, try the entire procedure again.

STEP e) <TYPE> <u>run</u> <RETURN>

If, after approximately 90 seconds, WordPro 3 Plus/64 does not activate, contact your Professional Software dealer.

If you are unable to successfully load and run the WordPro 3 Plus/64 System Diskette, you can contact your dealer for assistance. If you experience further difficulties during the 90 day warranty, you should send the System Diskette and proof of purchase directly to:

Professional Software Inc.
51 Fremont Street
Needham, MA 02194

We will replace your System Diskette within one business day at the appropriate exchange fee and return it to you via First Class Mail. If, after receiving this replacement System Diskette you continue to experience loading difficulties, your disk drive may require alignment or adjustment. Contact your dealer for additional information.

SPECIFICATIONS and prices are subject to change at any time and without notice.

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* * * * * * *

PRINTER INFORMATION

WordPro 3 Plus/64 will support a variety of properly interfaced letter quality printers, as well as the Commodore 1525E printer for the CBM 64.

To be properly interfaced, the printer must be attached to the Serial bus of the CBM 64 via a suitably designed and attached hardware interface. WordPro 3 Plus/64 will not recognize printers attached to any other ports on the CBM 64.

Any interface used must not alter the characters being sent from the computer in any way. This is usually provided for by a switch on the interface. Also, some interfaces require that the printer supply the power to the interface. This will necessitate a modification to the printer. This procedure, which should be outlined in the instructions provided with the interface, should only be done by technical personnel (i.e. your dealer).

If your printer has a setting to turn "auto line feed" ON or OFF, please be sure to turn it ON for use with WordPro 3 Plus/64. If your printer does NOT have the "auto line feed" feature, simply specify (in a format command) @lfl. This command instructs WordPro 3 Plus/64 to automatically produce a line feed after each line has been printed.

NOTE: For specific information as to the proper internal settings of your printer, contact the dealer from whom you purchased your printer.

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