Bank Street
WRITER™

The Home Word Processor

Brøderbund Software™

THE
BANK STREET WRITER

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INTRODUCTION

This manual introduces you to the BANK STREET WRITER and its features. As you read, it is a good idea to sit at your computer. Then you can put into operation what you read about in the manual.

Do not be afraid to press various keys on your computer. Even though unfamiliar items appear on your screen, you can't hurt your system. And if you feel frustrated or confused, you can always turn off your computer and start over.

The more experience you have with the BANK STREET WRITER, the more at ease you will be with it; the more you use it, the more uses you will find for it. For instance, here are some of the useful things you can do:

a)   You can write anything that you would normally use a typewriter for. The WRITER is faster than a typewriter and the results are always neat with no gaps, erasures, or inserts due to errors.

b)   Write letters, especially if you intend to send similar letters to several people.

c)   Write and easily revise stories, articles, or reports.

d)   Write error free reports for office or school.

The BANK STREET WRITER is very easy to use. If you have never used a computer before, this manual will tell you all you need to know to use the WRITER. If you have some experience with a computer or with another word processor, you probably will be able to start using the BANK STREET WRITER without reading this manual, since all commands appear on the screen. This booklet can serve then as a reference manual. (See INDEX/GLOSSARY at the end.)

I. GETTING STARTED

You have two copies of the BANK STREET WRITER. One should be put away in a safe place as a backup in case your other disk is ever damaged. If a disk ever fails, use your backup and return the defective disk to the place of purchase or Broderbund Software, Inc. for a free replacement.

a) "STARTING UP" THE WRITER

Turn on the disk drive, and wait for the red BUSY light to go off.

Insert the BANK STREET WRITER disk into the disk drive. Be sure to hold the disk at its label with the label facing up. Do not touch the exposed black surface on the disk. Close the disk drive door.

Turn on your monitor or TV. Turn on the computer. The red BUSY light on the disk drive will come on. At this point, the BANK STREET WRITER is loading the program from the disk to the computer. The red light remains on during the loading process. When it goes off, the WRITER is ready to use. (NEVER TAMPER WITH THE DISK IN ANY WAY WHILE THE BUSY LIGHT IS ON. If you try to insert, remove, or adjust a disk while the red light is on, you may destroy the contents of that disk.)

b) THE UTILITY PROGRAM

If you press the **ESC** (Escape) key while the loading operation is occurring (i.e., while the BUSY light is on), the computer will load and run the UTILITY PROGRAM instead of the WRITER. (See Section VII of this manual for details.)

c) WHAT TO DO IF THE WRITER WON'T "LOAD"

If for some reason the loading operation is not successful, try the following steps:

i)   Turn off the computer. Remove the BANK STREET WRITER disk from the disk drive. Reread Paragraph Ia, "STARTING" THE WRITER, following the instructions step by step.

ii)   If the WRITER won't load, your disk drive may need adjusting. Try loading a disk other than the BANK STREET WRITER disk using your drive. If the system still does not work, then take your drive to an authorized repair center for adjustment. If another disk loads but the BANK STREET WRITER disk won't, return the BANK STREET WRITER disk to the place of purchase or Broderbund Software, Inc. for a free replacement.

d) LOADING A FILE DISK

After you load the computer, replace the BANK STREET WRITER disk with a floppy disk of your own so you can save what you have written. (See Section Va about how to prepare your storage disk for use. If you have two disk drives and wish to use drive 2 for your storage disk, read Section VII.)

e) USING THE TUTORIAL PROGRAM

To assist you in learning how to use the BANK STREET WRITER, a tutorial program has been included. To use this program, insert the BANK STREET WRITER disk into the disk drive with the label facing down, turn on the computer, and wait for BUSY light to go off. Directions for the use of the tutorial will automatically appear on the screen. You must have a BASIC cartridge in the computer for the tutorial program to work.

f) THE BASIC CARTRIDGE

The BASIC cartridge must be in the machine when using the tutorial program. The BANK STREET WRITER itself does not require the BASIC cartridge. The WRITER will run with the BASIC cartridge installed, but this will decrease the maximum length of a document you can write from over 2000 words to less than 1000 words, so it is best to remove the cartridge. The WRITER will not work with other cartridges in the computer.
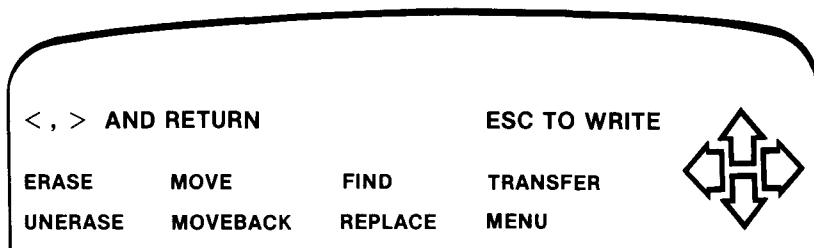
II. BASIC STRUCTURE OF THE BANK STREET WRITER: MODES OF OPERATION

When the red light goes off, the screen looks like this:

```
ENTER TEXT                           ESC FOR MENU

TYPE IN TEXT AT CURSOR
 ←        ERASES
```
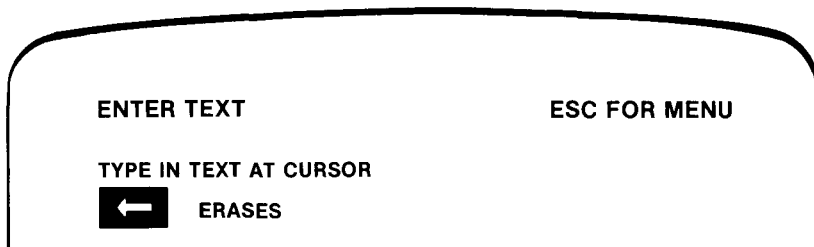
You are now in WRITE MODE, used for composing a document.

In addition to WRITE MODE, there are two other modes: EDIT MODE and TRANSFER MODE. To get into EDIT MODE, press the **ESC** (Escape) key. When you enter EDIT mode, your screen looks like this:

```
< , > AND RETURN                     ESC TO WRITE

ERASE      MOVE          FIND         TRANSFER
UNERASE    MOVEBACK      REPLACE      MENU
```

In EDIT MODE you can make changes in what you have written. You can move, erase, or add words, phrases or sentences. The specific options open to you in EDIT MODE are described later.

The third mode is one in which you can perform several maintenance functions on your document. You can save what you have written (called a document) on a disk, print that document, rename it or delete the whole document. To enter the TRANSFER MODE from EDIT MODE, press the key > repeatedly or the < key once until the words

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TRANSFER MENU are highlighted. Then press RETURN. Your screen now shows the various maintenance operations and allows you to select one of these operations:

```
<, > AND RETURN          ESC TO MAIN MENU

RETRIEVE      DELETE      PRINT DRAFT     QUIT

SAVE    INIT  RENAME      PRINT FINAL     CLEAR
```

These operations are described in detail later. To move from TRANSFER MODE back into EDIT MODE, press **ESC**; to move from EDIT MODE back into WRITE MODE, press **ESC** again.

SUMMARY: No matter where you are, you can always get into EDIT or WRITE MODE by pressing **ESC**. But the only way to enter TRANSFER MODE is first to enter EDIT MODE and then move the highlighter to TRANSFER MENU. To get out of any of the three modes, press **ESC**. In fact, if you ever find yourself lost or confused, merely press **ESC** one or more times until you see a familiar screen.

Before you actually begin writing, experiment with entering and leaving the three different modes that have just been described.

As you browse through the various screens, notice that the top lines always give instructions or information about what to do. These are called PROMPTS, and these prompts make the BANK STREET WRITER easy to understand and use. In fact, because these prompts always give you the available commands, there is nothing to memorize before you can use the BANK STREET WRITER.

III. WRITE MODE

Use the WRITE MODE whenever you are composing a document. To make alterations in a document as you compose it, press **ESC** to get into the EDIT MODE.

The flashing white square in WRITE MODE is called a CURSOR; it tells you the location of the next character to be typed. To move the cursor to the right, press the **SPACE BAR**; to move it left, press the left arrow key while holding down the key marked **CTRL** (Control); to move it down the page, press **RETURN**. When you move the cursor to the right or down the page, you are actually inserting blank spaces into your document.

The cursor moves automatically as you type. Notice, as you type, that your screen accommodates a maximum of 38 characters per line; a blank space is considered a character. If you begin typing a word that does not fit on a line, the computer automatically transfers that word to the next line. Therefore, DO NOT HYPHENATE A WORD WHEN YOU GET TO THE END OF A LINE ON YOUR SCREEN. Similarly, do not press **RETURN** when you get to the end of a line. Press **RETURN** only when you specifically want the rest of the line to be blank, such as at the end of a paragraph or to line up a column of figures.

Your final printed document will probably need to be longer than 38 characters per line. Don't worry about that now. You can adjust the format of the printed page when you decide to print. (See Section VI for details.)

The keyboard of your computer functions in almost the same way as the keyboard of a standard typewriter. To capitalize a letter, for instance, simply press the key for that letter while holding down the **SHIFT** key. However, note the following differences:

a) TO LOCK YOUR TEXT INTO UPPERCASE (CAPITAL) LETTERS

Hold down **SHIFT** and press the **CAPS-LOWR** key; all the letters you type will be capitals. To move back to upper and lower case, just press the **CAPS-LOWR** key by itself.

b) TO DELETE CHARACTERS YOU HAVE JUST TYPED

If you press the left arrow key **⬅** while holding down the **CTRL** key, you delete one character at a time to the left. Therefore, if you want to make a change in something you have just typed, you can change or correct by pressing the **⬅** and **CTRL** keys. Remember, however, that you delete all the characters touched by the cursor as it moves left. If you notice a mistake or see a change you want to make and do not want to delete intervening characters, press **ESC** and enter EDIT MODE. This will allow you to move the cursor and make corrections without losing any of your document. NOTE: The left arrow will type a + sign if pressed without the **CTRL** key. The left arrow symbol on this key is in inverse, to match the **CTRL** key; this is to remind you that to use the left arrow effectively, the **CTRL** key must be held down at the same time in WRITE MODE.

c) TO MOVE THE CURSOR DOWN

If you want to move the cursor down when you are in WRITE MODE, press **RETURN** once for each line that you want to lower the cursor. If you move the cursor down too far and want to move it back up, press the left arrow **⬅** (while holding down the **CTRL** key) once for every line you want to raise the cursor. When you get to the bottom of the screen, your text automatically moves up nine spaces and the cursor shows in the middle of the screen. When this happens, continue typing. The last lines of text always remain on the screen.

d) TO ACCESS ALL OF THE SYMBOLS ON YOUR KEYBOARD

Several of the keys on your keyboard have two symbols, such as keys with the + ? = ( ) ". To type these second symbols press **SHIFT** and the desired key.

e) TO USE THE REPEAT FEATURE

If you continue to hold down a key after typing a letter, that key will automatically repeat (after a brief pause) until you release the key.

f) TO INDENT PARAGRAPHS

When starting a new paragraph, you can hold down the **CTRL** key and press **I** to indent the cursor 8 spaces to the right. You can do this up to four times, getting indentations of 8, 16, 24, or 32 spaces. This feature is similar to the left margin locking device on a standard typewriter. These indentations remain in effect until you press **RETURN**. To save space on the screen, only the first line of indentation actually

appears, but all subsequent lines are indented when you print your document.

g) TO CENTER TEXT

When, at the beginning of a new paragraph, you hold the **CTRL** key and press **C** (Center), whatever text you type before pressing **RETURN** is centered on the line. This feature is useful, for instance, for titles of documents. The actual centering appears only on the printed document, not on the screen.

IMPORTANT: As you type your document, you should SAVE it periodically. For instance, if while you were typing there were a sudden power failure, you would lose everything you had typed. If, however, you had been saving periodically, you would lose only the material that you had typed since the last SAVE. Similarly, you may wish to leave the computer and turn it off before your document is completed. If you turn the computer off, you will immediately lose everything that you have typed. But if you SAVE, you can secure everything that you have typed and turn the machine off without worrying about losing any of your text. It is actually a good idea to SAVE every 20 minutes or so. (See Section Va for details on saving.)

Once you have saved your document, you can shut off the computer without any risk. You can continue to work on that document by going to the TRANSFER MODE and accessing the function called RETRIEVE. This summons the document back to the screen, and you can continue typing or editing or whatever other operation you wish. (See Section Vb for details on retrieving a document.)

TO FIND OUT HOW MUCH SPACE IS AVAILABLE

The BANK STREET WRITER will accept approximately 2300 words in a document — 1000 words if you leave your BASIC cartridge in the computer. When you approach the maximum capacity, a prompt alerts you to how many words remain. If your document is going to exceed the maximum length, merely SAVE what you have entered before you reach the maximum; then use the CLEAR operation on the TRANSFER MENU and continue typing. This creates a new file to accommodate what remains from the first document; SAVE this new document and then you can print the first file followed by the second.

You can find out how much space you have left at any time by pressing **CONTROL S** (S = Space or Storage).

IV. EDIT MODE

a)   MOVING THE CURSOR: CURSOR CONTROL KEYS

When you are in EDIT MODE, most of the keys on the computer are inoperative. Eight keys have a special function: to direct the cursor to various places in the text. For this reason, these eight keys in EDIT MODE are called CURSOR CONTROL Keys:

EDIT MODE is the mode to use when you want to make alterations in your document — for example, when you want to add material, replace material, make corrections, delete material, and move material from one place in the text to another.

|	
⬆	= The cursor moves up 1 line.
⬅	= The cursor moves 1 space to the left.
➡	= The cursor moves 1 space to the right.
⬇	= The cursor moves 1 line down.
B (for Beginning)	= The cursor moves to the beginning of the document.
E (for End)	= The cursor moves to the end of the document.
U (for Up)	= The cursor moves up 12 lines.
D (for Down)	= The cursor moves down 12 lines.

The arrow keys indicate the direction of cursor movement. Pressing any one of these keys moves the cursor one unit in the direction of that key.

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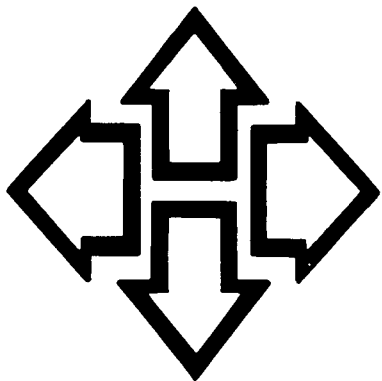
These four cursor controls are illustrated by this emblem. When the emblem appears at the top right hand corner of the screen, cursor control keys are active. It is designed to help you remember when the keys may be used. Note: These arrow keys are also the $-$, $+$, $*$ and $=$ keys. The arrows appear in inverse, indicating that to use them the **CTRL** key must be held down. While this is normally necessary on the Atari, the WRITER will allow you to move the cursor in EDIT MODE by pressing these arrow keys with or without the **CTRL** key held down. Note that in WRITE mode, pressing these keys without holding down the **CTRL** key will cause the $-$, $+$, $*$ or $=$ symbols to be typed, which is why the **CTRL** key *must* be held down when using the left or right arrows to erase in WRITE mode.

The final four cursor control keys; **B, E, U** and **D,** can also be used when the four-arrow emblem is on. Remember that these eight cursor control movements can be used only in EDIT MODE. They cannot be used in WRITE MODE. Remember also that you do not have to hold down the **CTRL** key to move the cursor when this emblem appears.

If you are editing a very long document (thousands of words) some editing functions may be slower than usual (i.e., it may take the WRITER a couple of seconds to move from one end of the text to the other). This is normal. To speed editing functions, you may want to breakup long files into shorter ones and recombine them later for printing. (See Section V for SAVE and RETRIEVE and Section VI, PRINTING A DOCUMENT.)

b) ADDITIONS/INSERTIONS

Suppose you are typing in WRITE MODE and think of a sentence or an idea that you would like to include in the text you have already written. To make additions, press **ESC** to get into EDIT MODE; then use appropriate cursor control keys to get the cursor to the spot where you want to make your insert. Then press **ESC** to get back into WRITE MODE. Now type in what you want to insert. As you type in the new

material, the original text to the right of the cursor automatically is pushed aside by the new text. The original text, however, is not deleted.

c) CORRECTIONS

To correct a typed error, follow the same process as in making an addition: press **ESC** to get into EDIT MODE; then again use the appropriate cursor control keys to get the cursor to the exact point for correction. Then press **ESC** to get back into WRITE MODE. Now type in the necessary correction or corrections. Again, the text to the right of the cursor is pushed ahead. After you have typed in your corrections, delete whatever you wish of that old text by pressing the right arrow key to delete text to the right of the cursor or press the left arrow key to delete to the left of the cursor. You must hold down the **CTRL** key while deleting to the left or right or you will simply type in the + and * characters that are also on these keys.

d) OPTIONS IN EDIT MODE

Once you enter EDIT MODE, there are three things you can do:

i)   You can press **ESC** to get back into WRITE MODE.

ii) You can press any of the eight cursor control keys mentioned above (Section IVa) to move the cursor to a specific location in your document.

iii) You can select any of the seven operations listed at the top of the screen: ERASE, UNERASE, MOVE, MOVEBACK, FIND, REPLACE, and TRANSFER MENU. When you press **ESC** in the WRITE MODE the first operation is already highlighted. To select a different operation, use the > key or the < key to move the highlighter horizontally; use the **SPACEBAR** to move the highlighter vertically. Once you decide which operation you wish to use and after you have that operation highlighted, press **RETURN**. This activates the operation, and the computer then gives you a series of instructions at the top of the screen. If you decide that you do not want to perform that operation, press **ESC** and go back to the EDIT menu.

e) ERASE AND UNERASE

To erase a block of text, make sure that ERASE is highlighted on the EDIT menu and press **RETURN.** Position the cursor at the beginning of the block of text to be erased. Use any of the cursor control keys (see Section IVa above) to move the cursor so that it is on the first character of the block of text you want to erase. Once your cursor is positioned, press **RETURN** and position the cursor one space beyond the end of the section of the text to be erased. If your deletion is going to include the end of a paragraph, move the cursor one additional space beyond the last character so that the end-of-paragraph RETURN is also deleted. As you move the cursor, the text becomes highlighted; as the characters on the screen are being highlighted, deletion is not yet occurring. Deletion does not actually occur until you give the computer additional instructions.

When all text to be deleted is highlighted, press **RETURN.** The computer now asks you to make sure that you do in fact want to erase all the highlighted text. This question gives you a chance to change your mind. If you press **N** (No), the screen automatically returns to the EDIT menu. If you press **Y** (Yes), the highlighted text is instantly deleted, and the text to the right of the cursor moves up to the place where the deletion began. (**ESC** at any time returns you to the EDIT menu without completing the ERASE operation.)

If you have deleted more than you wanted to, you can still retrieve your text. Highlight UNERASE in the EDIT menu and press **RETURN.** What you have deleted returns on the screen in highlighted contrast. A prompt asks whether you want to restore this highlighted text. If you press **Y** (Yes), the text immediately reappears. If you press **N** (No), the text is again deleted, and you return to the EDIT menu.

ERASE can delete up to 15 lines at a time. If you want to delete more than 15 lines, perform your deletion in segments (i.e., if you want to delete 41 lines, delete 15 lines twice and then the remaining 11.) If you try to delete more than 15 lines at a time, a prompt will warn you that only 15 lines of text are allowed.

Note also that if you erase two or more separate segments of text, you can UNERASE only the most recent segment. You cannot UNERASE all the prior segments.

If, after erasing a segment, you return to WRITE MODE and enter any new text or make any alterations, you cannot UNERASE your most recently erased text.

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f) MOVE AND MOVEBACK

These two functions work together just as ERASE and UNERASE work together. MOVE lets you take a portion of your text and relocate it in the document. To move a portion of your text, highlight MOVE on the EDIT menu and press **RETURN**. Use the cursor control keys (Section IVa) to position the cursor on the first character of the block of text that you want to move and press **RETURN**. Now use the cursor control keys to position the cursor one space beyond the last character of the text you want to be moved. As you move the cursor forward, the text becomes highlighted. When all the text you want to move is highlighted, press **RETURN**. Now use cursor control keys to position the cursor where you want your text to be moved and press **RETURN**. The computer will then give you a chance to change your mind. If you press **Y** (Yes), the computer inserts the highlighted text in the new location, and returns you to the EDIT menu. If you press **N** (No), the highlighted text remains in its original position.

Suppose you have moved a block of text and, realizing that you have made an error, you want to undo what you have just done. Highlight MOVEBACK and press **RETURN**. Prompts ask whether you want to keep the highlighted text in its present location or return it to its original location. Press **Y** or **N**. If you press **N**, the computer returns you to the EDIT menu, leaving the text where it was. Pressing **Y** will move the text back to the place from which it was moved. MOVEBACK may be used repeatedly to move the text back and forth.

As with ERASE, MOVE allows you to move up to but no more than 15 lines. To move more than 15 lines, do so in separate segments. But remember that you can MOVEBACK only the most recent segment moved.

Just as with UNERASE, If you return to WRITE MODE and enter any new text or make any alterations, you cannot MOVEBACK the most recently moved text. When you move text, remember to consider moving the space(s) before or after the text. A space is actually a character.

g) FIND AND REPLACE

FIND helps you locate a specific place in your text. You can locate a word or group of consecutive words (up to 29 characters) by highlighting FIND on the EDIT menu and pressing **RETURN**. Type in what you want to find and press **RETURN**. The first appearance of what you have asked to find is highlighted. Press **Y** to locate the next occurrence. Press **N** to return to the EDIT menu; the cursor remains at the start of the found text.

Suppose you wanted to locate all occurrences of the word *the* in your text. If you type in *the,* not only will every occurrence of the word *the* be highlighted, but every occurrence of those three letters will also be highlighted. Thus, the *the* will be highlighted in words like *there, then,* and *whether.*

To avoid this, use the **SPACEBAR** and type a space before and after the word or words you want to find. Keep in mind, too, that if you ask to find *the*, the computer will not find *The*. Small letters and capital letters are regarded as different characters.

The REPLACE function is very similar to the FIND function, but it allows you, in addition to finding a particular word or set of characters, to replace the word or characters with a different word or a different set of characters. Suppose, for instance, that you discover that you have consistently misspelled a word and want to correct that misspelling. Ask the BANK STREET WRITER to find all occurrences of the misspelled word and to REPLACE them with the correction.

After you highlight REPLACE and press **RETURN**, a prompt asks you to type in what you want to have replaced. When you press **RETURN**, the prompt now asks what you want to replace it with. Type in the new material and press **RETURN**. The first occurrence of the original word becomes highlighted. If you press **Y**, the new entry replaces the old entry. If you press **N**, no change is made, and the next occurrence of the original becomes highlighted.

Be very careful in telling the computer what you want it to replace. For instance, if you want to replace *my* with *your*, remember to type in spaces before and after each word as you type in the word. Keep in mind also that capital letters and small letters are regarded as different characters.

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After the BANK STREET WRITER locates all occurrences of the word that you want to find, the screen tells you that there are no other occurrences of that word. Press **RETURN** to go back to the EDIT menu.

The REPLACE function can be used to delete a word or a set of characters throughout the text. Type in the word you want to delete. When asked what you want to use as a replacement, press **RETURN** alone.

The REPLACE function can be very useful. For instance, if you are writing a series of letters, you can use the same basic document for all your letters and merely change the name of the addressee.

You can always quit the FIND or REPLACE functions by pressing the **ESC** key.

h)   TRANSFER MENU

The TRANSFER MENU transfers you out of EDIT MODE and into TRANSFER MODE, where a number of maintenance and print operations are available. These are explained in detail in the sections that follow.

V. TRANSFER OPERATIONS

The TRANSFER MODE is used for transfer operations such as saving to disk, renaming, deleting or printing a document, and preparing new disks for use.

Throughout all the Transfer operations, you may stop in the middle of the operation at any time and return to the TRANSFER MENU by pressing the **ESC** key. If the operation has not yet been carried out at that point, this will stop it from being performed.

The TRANSFER MENU offers a series of options:

a) INIT AND SAVE

As mentioned in Section III, whenever you are working on a document, you should save your text periodically. You will certainly want to save your document when you have finished preparing it. Saving a document is the process of transferring it from the screen to a floppy disk of your own. It is not possible to save a document directly on the BANK STREET WRITER disk.

Whenever you purchase a new blank floppy disk, you must first INITIALIZE it. The process of initializing makes that disk compatible with your own computer. Since your disk must be initialized before you can use it, always have an initialized disk on hand before using the WRITER. To initialize a new disk, highlight INIT on the TRANSFER MENU, press **RETURN**, and follow the instructions at the top of the screen. (Another way is to follow the initialization procedures given in your computer user's manual.) The BANK STREET WRITER uses standard Atari format disks to store files.

ONCE A DISK IS INITIALIZED, IT SHOULD NEVER BE IN-ITIALIZED AGAIN UNLESS YOU WANT TO ERASE THE ENTIRE CONTENTS OF THAT DISK.

When you want to SAVE a document or part of a document, enter the TRANSFER MENU, highlight SAVE, and press **RETURN**. Be sure that the BANK STREET WRITER disk has been replaced by your own initialized floppy disk. Then follow the instructions at the top of the screen. You are first asked if you want to save your whole document; answer **Y** or **N**. If you answer **N**, a series of prompts tell you how to save just a portion of the document. You will be asked to give the document a name of up to 8 characters; the selection of that name is completely up to you. Do not use a name that you have already used; other-

wise, you will lose the original document. If you are not sure whether you have used a particular name, request a CATALOG, which displays the names of all the documents on your disk.

You may protect your document with a PASSWORD if you wish. If you do decide to enter a password, be sure to keep a record of what that password is. Passwords are not usually necessary unless your document contains personal or important information and other people have access to your disk. You can remove a password by renaming a document to the same name with no password.

If you do protect your document with a password, an asterisk will appear before the name of that document when it appears in the catalog.

Once you have saved your document on the disk, you can feel free to turn off the computer without worrying about losing what you have written. However, once you have turned the computer off, you will need to load the document from the floppy disk back into the machine. This is the process called RETRIEVE.

IF YOU TURN OFF THE COMPUTER WITHOUT SAVING YOUR DOCUMENT, YOU WILL LOSE THAT DOCUMENT.

If you run out of storage capacity on your disk, the computer alerts you with the message: CANNOT SAVE-DISK IS FULL. If this happens, replace your working disk with a new blank disk. (For this reason, you should always have one spare floppy disk already initialized.)

A floppy disk will store the equivalent of approximately 45 pages of single spaced text.

You should also store a copy of your document on a back-up disk. A back-up disk is an additional floppy disk that contains a second ("back-up") copy of your document. Thus, if you should accidentally harm your first disk, you will always have an additional copy of your document.

NOTE: The WRITER will save to and retrieve from data disks in the drive # (1-4) which is set by the UTILITY PROGRAM (normally drive #1, see Section VII). There is a way to temporarily change the drive # for the data disk, without leaving the WRITER and going to the UTILITY PROGRAM. Simply type ,D# (where # is 1, 2, 3 or 4) in place of a filename in any of the disk functions. If you have typed a valid drive #, the WRITER will then ask for the filename again and the drive # used will be changed until the computer is turned off. To change the drive # so that the WRITER will automatically use that drive # when it is run, use the UTILITY PROGRAM.

b)   RETRIEVE

When you want to work on a document that you have saved, you must first load the BANK STREET WRITER into the computer (Section I). Enter TRANSFER MENU, press **RETURN**, highlight RETRIEVE, and then press **RETURN**. Then replace the BANK STREET WRITER disk with your own storage disk. If you are not sure of the exact name of your document, request a CATALOG. The catalog lists the names of all the documents that have been saved on your disk. Type in the name of the document on which you wish to work and type in the password (if you have protected your document with a password). Press **RETURN** and your document will be loaded.

Once your document is loaded, you can add to that document, delete from it, move words or phrases or edit it in any way that you want. But remember, WHENEVER YOU MAKE ANY CHANGES IN YOUR DOCUMENT, YOU SHOULD SAVE THAT REVISED DOCUMENT. You can use the same name for the document that you used before. If you do so, the computer replaces the old version with the new version. If you use a different file name, the computer saves the new version and also keeps the old version(s). Remember that whenever you want to save, you should first replace the BANK STREET WRITER disk with your own already initialized disk.

If you request a specific document and get the message "FILE NOT FOUND," one of the following has most likely occurred:

i)   You forgot to save the document. Request a catalog to see if the document was in fact saved on your disk. If the document was not saved, there is nothing you can do.

ii)   You made an error when you typed in the file name. Request a catalog to confirm the spelling of the name, and then type in the name of the document as it appears in the catalog.

iii)   You typed in the wrong password (or did not type in a password) for a protected document. If this happens, repeat the cycle, typing in very carefully the name of the document and the password.

There may be times when you want to combine a document that you have already saved with a document you are working on. Retrieving a document with text already on the screen will insert the document at the cursor. If there is not enough room in your present file to fit in

the requested document, the following prompt will occur: FILE TOO LARGE TO RETRIEVE. If this happens, you cannot combine documents unless you erase some of your text.

RETRIEVE can be combined with the "partial save" (i.e., saving only part of a document) option described in Section Va. For instance, if you want to repeat a portion of your document, you can save that portion and then retrieve it in other places in your text.

c)   RENAME

If you want to change the name of a saved document, highlight the RENAME feature on the TRANSFER MENU. Then follow the instructions at the top of the screen. Renaming can be useful when, for example, you write a letter and call it TAXES. A few days later, you write a follow-up letter. Since it is closely connected with the first letter, you want to show that connection in your catalog. Therefore, you call the second letter TAXES2 and you change the name of the first document from TAXES to TAXES1.

d)   CLEAR AND DELETE

At times you may finish a document and save it on your own disk and want to begin a new document. You need to remove the text from the old document that still remains on your screen. Of course, you can shut off the computer and reload, but a faster way is to highlight the CLEAR operation on the TRANSFER MENU and press **RETURN**. Follow the instructions that appear at the top of the screen, and your screen will completely clear and be ready for a new document. If you complete the CLEAR operation without having first saved your text, you lose that text.

DELETE, on the other hand, is used to remove a document from storage on your disk. Highlight the word DELETE on the TRANSFER MENU, follow the instructions at the top of the screen, and your document will be deleted from storage.

Note that DELETE (on the TRANSFER MENU) and ERASE (on the EDIT menu) perform very different operations. ERASE allows you to erase a portion of your text from the document on the screen. DELETE removes the entire document from the storage disk.

e)   QUIT

If you highlight the QUIT operation on the TRANSFER MENU and press **RETURN,** you leave the text processing operation. You will be offered the option of loading another disk and be prompted to insert that disk in the drive (you can restart the WRITER this way). If you have a BASIC cartridge in your computer, you will also be given the option of using that cartridge.

IF YOU QUIT WITHOUT SAVING YOUR TEXT, YOU WILL LOSE THAT TEXT.

VI. PRINTING A DOCUMENT

Two different printing commands appear on the TRANSFER MENU: PRINT DRAFT and PRINT FINAL.

a)   PRINT FINAL

PRINT FINAL allows you to control how the text is printed. Prompts ask you a series of questions. To accept the displayed value, merely press **RETURN**. These displayed or "default" values are set up for the normal print format. (To alter them see Section VII.) To change a value, type in the new value. If you change your mind about an earlier value, press **ESC**, highlight PRINT FINAL, press **RETURN** and start again. Here are the questions that appear:

i)   HOW MANY CHARACTERS PER LINE? (The default value is 65) The range is between 40 and 126 characters per line. A blank space counts as a character. The maximum number of characters that can fit onto one line varies with the size of paper you use and the type of printer you have.

ii)   SPACING BETWEEN LINES? (The default value is l) **1** prints single space, **2** double space, and **3** triple space.

iii) IS THIS A CONTINUATION OF THE PREVIOUS FILE? (The default value is **N**) Press **Y** if you want to connect the document you are now printing with the one you have just printed. Otherwise, accept **N**. If selected, this option resumes printing at the end of the previous document and continues at the page and line number where the previous document ended. Any previously used header will also appear.

iv)   PAGES TO BE NUMBERED? (The default value is **Y**) accept **Y** to have the printer automatically assign a page number to each page. Prompts then ask: START AT PAGE # ? If you want numbering to begin with the first page, accept **1**. If you have a cover page and want the first numbered page to be the second actual page, type in **2**. Prompts then ask whether you want these NUMBERS to appear at the TOP or at the BOTTOM of the page (The default value is **B**). Type **T** or **B** accordingly. See explanation of top and bottom margins and location of page numbers in Section VII.

v) PAUSE BETWEEN PAGES? (The default value is **N**) Press **Y** if you have to add paper one sheet at a time to your printer. Otherwise accept **N**.

vi) EJECT LAST PAGE? (The default value is **Y**) Press **N** if you wish to add another document to the one you have just printed. Otherwise, accept **Y**. Ejecting the page sets the printer at a new page; not ejecting the page leaves the printer at the end of the last printed text. Ejecting the last page of your document causes your printer to set the paper to the top of the next page. Be careful of the "no eject" option and use it only where you intend to continue printing on the same page. Not ejecting the last page and then moving the paper in the printer yourself can "confuse" the WRITER about where the last printing left off. The WRITER assumes that when it prints for the first time, the paper is set in the printer at the top of the page. See your printer manual to find out how to set your printer at the "top of form".

vii) TYPE IN PAGE HEADING A heading is a word or group of words that will appear at the top of each printed page. A heading is useful to identify the pages of a particular document, especially if that document runs to several pages. The maximum length of a heading is 38 characters. If you have page headings (or page numbers at the top of your document) the first page of your document will contain neither a heading nor a page number, but the heading and numbers will appear on all subsequent pages.

viii) PRINT ENTIRE FILE? (The default value is **Y**) Press **N** if you want to print only a portion of your document. Accept **Y** if you want to print the entire document. A partial print can be useful, for instance, if you have made alterations on just one section and want to print a copy of only that section. It would be a waste of time and paper to reprint the whole document. If you press **N**, prompts ask you to identify the specific part of the document that you want printed.

ix) The prompt then asks "DO YOU WANT TO SEE WHERE EACH PAGE OF TEXT WILL END?" (The default value

is **N**) If you press **Y**, you are shown where the text ends at the bottom of the first page, and you can then adjust that page break, moving it upward with the ▮ key and downward with the ▮ key. Press **RETURN** to take you to the second page, and so on, until you have reviewed all the pages in your document. Moving the place where a page of text ends affects only the printed copy being made at the time. It does not change the document in any way.

   x)   When you are actually printing your document and want to stop, press **ESC**. This returns you to the TRANSFER MENU. After you have printed a document in PRINT FINAL, you will be asked "DO YOU WANT TO PRINT ANOTHER COPY?" Answer **Y** for another printout or accept **N** to return to the TRANSFER MENU.

b)   PRINT DRAFT

PRINT DRAFT, on the other hand, prints your document exactly as it appears on the screen (i.e., at 38 characters per line). This operation is useful for proofreading, for it allows you to locate corrections made in the printed document on the screen. If you request a draft copy, you are asked some of the same questions that appear in the PRINT FINAL operation. See the paragraphs above for more explanation.

You can made additional adjustments to the format of your document and adjust the values that are displayed in the questions asked during the PRINT process by accessing the UTILITY PROGRAM.

NOTE: If you are using a 40 column printer, be sure to set the left margin at either 0 or 1, and select a column width of 40 at the time you print. Also, the used page headings and/or top of page numbering will cause spacing problems on a 40 column printer and so should be avoided. Finally, page breaks may not be displayed properly when printing on a 40 column printer.

VII. UTILITY PROGRAM

The UTILITY PROGRAM is used to change certain values such as those which the WRITER needs to communicate with printers and disk drives, and to list the name of each WRITER file on your data disk along with its password if one was used.

To use the UTILITY PROGRAM, press the **ESC** key while the WRITER disk is loading the program.

The WRITER will probably work fine the way it is set up when you get it. To change the standard values with which the WRITER has been set up, select **1** on the UTILITY PROGRAM menu and a list of those items you may assign values to will appear on the screen. Press the **SPACE BAR** to see the rest of the list. You may change a single item by pressing the letter next to that item, or review all the items by pressing **RETURN.** For each item you select, a screen appears giving you the necessary information to enter a new value or keep the current value.

While most of the items set by the UTILITY PROGRAM are self-explanatory, the following notes may be useful in using the program. If you are in doubt about an item, a "standard value" is provided for each; try this value and then adjust it later if necessary.

a)   DATA DISK DRIVE #

Make certain that you actually have a disk drive connected to the drive you select. For a one drive system, you can use the same drive for the program and the data disk, as the program disk may be removed once the program has been loaded into the computer. For a two-drive system, you can assign the second drive to the data disk. (This value determines in which drive the WRITER looks for a data disk each time it is run. The drive can be changed temporarily from within the editor itself—See note at end of Section Va.)

Certain printer parameters can be changed from within the editor each time you print. However, the following parameters can only be changed from the UTILITY PROGRAM:

Print-Draft left margin
Print-Draft line spacing
Print-Final left margin
# of lines total per page
# of lines for top margin
# of lines for bottom margin

b)   TOP AND BOTTOM MARGINS, HEADERS AND PAGE
      NUMBERS

The top and bottom margins are the number of lines above and below your text area (to the top and bottom of the page). If you use a header for your printed copy (selected at the time of printing), the header will appear in the top margin with three blank lines between it and the top of your text. If you use page numbers at the top of the page, they will appear on this same line (whether or not you are using a header) on the right. If you use page numbers at the bottom of the page, they will be centered from left to right, in the bottom margin, with three blank lines between the text and the page number. NOTE: Headers and top-of-page page numbers, if used, will never appear on page 1 of your document (this is for letters or other formal documents). If you want a header on page one, use a title, either flush left or centered, on the first line of your document. If you want to start page numbering on the first page, use bottom-of-page numbering.

c)   LINE FEED ON CARRIAGE RETURN.

This should be set in accord with the settings on your printer. If your printer inserts a line feed automatically at each carriage return, set this item to **N** (No); if your printer does not, set it to **Y** (Yes). If you set it incorrectly, you will quickly know it by the resulting double-spacing or overwriting of your output.

d)   FORM FEED CHARACTER.

Normally the editor has to count lines to know when it gets to the top of a new page. If your printer will accept a form feed character, set this item to **Y** (Yes), and insert the ASCII value of the character (usually a 12 for Control L) in the next item. This will make your printing faster, as the program will not have to go line by line in jumping to the next page.

e)   KEYCLICK.

A keyclick can be enabled, which gives you audible feedback each time a key is pressed.

f)   LISTING FILES AND PASSWORDS.

To see a listing of the files on your data disk, along with their passwords, select option 2 from the UTILITY PROGRAM menu and follow the directions.

g)   QUIT.

To quit the utility program, select option 3. If your BANK STREET WRITER disk is in the proper drive, the WRITER will be reloaded.

INDEX/GLOSSARY

Page numbers in parentheses refer to specific sections of the manual where the subject is discussed in more detail.

* (ASTERISK) (p. 19): An asterisk before a name in a catalog indicates that the document is protected by a password.

BACK-UP DISK (p. 19): A disk on which you keep a second copy of your document in case you damage your first copy.

CATALOG (p. 19): A listing of all the documents on your disk.

CHARACTER: Every individual entry on your screen is a character; a character can be a letter, a punctuation mark, a number or a blank space.

CLEAR (p. 21): A TRANSFER function. The process of removing all the text on your screen so that you can begin a new document. i.e., you clear the screen.

CONTROL C(p.10): In WRITE MODE centers a set of characters on a line.

CONTROL I (p. 9): In WRITE MODE, indents 8 spaces.

CONTROL S (p.10): In WRITE MODE, tells how much space is left in a document.

CURSOR (p. 8): The blinking white square that shows you in WRITE MODE where the next character is about to be entered.

CURSOR CONTROL KEYS (p. 11):

⬛↑ = Cursor moves up one line.

⬛← = Cursor moves one space to the left.

⬛→ = Cursor moves one space to the right.

⬛↓ = Cursor moves down one line.

B = Cursor moves to beginning of document.

E = Cursor moves to end of document.

U = Cursor moves up 12 lines.

D = Cursor moves down 12 lines.

These cursor control keys will not operate in WRITE MODE, only in EDIT MODE.

DELETE (p. 21): TRANSFER operation; removes a document from your disk.

DISK (p. 18): You should have two disks: The BANK STREET WRITER disk, which you use to load the text processing program into your computer; your own disk, which you use to save your documents.

DRAFT (p. 25): An initial version of what you have written. After you have written a draft, you may want to read it over, edit, and rewrite parts before you finalize it.

EDIT: Making corrections and improvements to your document.

EDIT MODE (p.11): The mode to make corrections or alterations in your document. You can always get into EDIT MODE by pressing ESC at least once.

ERASE (p. 14): An EDIT function; the process of deleting a word, phrase, or series of lines from your document.

ESC: Refers to the ESCape key on your keyboard. ESC moves you from one mode to another or stops an operation without completing it.

FILE/FILE NAME/TEXT FILE: These three phrases are all different ways to refer to the name of a specific document.

FIND (p.16): An EDIT function. The process of locating a specific word or phrase in your document.

FLOPPY DISK: Same as DISK.

HEADING (p. 24): A word or group of words that appears at the top of each page of a document.

HIGHLIGHT: A reverse contrast in which dark letters appear on a light background.

INITIALIZE (p. 18): A TRANSFER function. The process of making your floppy disk compatible with your computer. If you INITIALIZE a disk, you erase all the contents of that disk.

LOAD (p. 4): The process of transferring a document or a program from a disk into the computer.

LOWERCASE (p. 8): Small letters as opposed to capitals.

MENU: A screen display of a series of options, such as the menu of EDIT operations or TRANSFER operations.

MODE (p. 6): A structural subdivision which includes a group of functions in your BANK STREET WRITER. There are three modes to the BANK STREET WRITER: WRITE, EDIT, and TRANSFER. Each is described separately in the manual.

MOVE (p. 15): An EDIT operation. The process of moving a word, phrase, or series of lines from one location in your document to another.

MOVEBACK (p. 15): An EDIT operation. The process of returning to its original location a portion of text that you have moved.

PAGE BREAK (p. 24): Where the last line of a printed page occurs.

PRINT DRAFT (p. 25): An option to print a draft of a document so that the printed version will appear on paper just as it does on your screen. i.e., with no more than 38 characters per line.

PRINT FINAL (p. 23): An option to print a document in which you determine how it will look on the printed page, i.e., in which you decide the number of characters per line, the margins, the spacing between lines, and so on.

PROMPT: A message or question to you from the computer. Prompts appear on the screen and give you instructions on how to proceed.

QUIT (p. 22): A TRANSFER operation. Discontinues the text processing operation of your computer and allows you to use your computer for other purposes.

RENAME (p. 21): A TRANSFER operation changing the name of a document on a disk.

REPLACE (p. 16): An EDIT operation. The process of substituting one set of characters in your document for another.

RETRIEVE (p. 20): A TRANSFER function. The process of loading a particular document from a disk into the computer.

RETURN: The RETURN key on your keyboard. RETURN in WRITE MODE moves the cursor down one line. In EDIT and TRANSFER MODES, it activates a highlighted function or allows you to respond to a prompt.

SAVE (p. 18): A TRANSFER function. The process of transferring a document or part of a document from the computer to your disk. Always SAVE before QUITing or CLEARING or before turning off your computer.

SHIFT (p. 8): In WRITE MODE, the SHIFT key on your keyboard accesses the upper symbols on those keys that have two different symbols, such as % $ # ( ) ? '. In addition, the SHIFT in combination with a letter key enters a capital letter.

TEXT: The words that make up your document.

TEXT FILE: See FILE

TRANSFER MENU (p. 17): Highlighting these words on the EDIT MENU and then pressing RETURN gets you into the various TRANSFER operations.

TRANSFER MODE (p. 18): The mode that allows you to perform several different maintenance operations on your document, such as saving, loading, deleting and printing. TRANSFER MODE is entered first by highlighting TRANSFER MENU on the EDIT MENU and then pressing RETURN.

TUTORIAL (p. 5): A program on the back side of the BANK STREET WRITER disk that assists you in learning to use the text processor.

UNERASE (p. 14): An EDITING operation reinstating into your text a portion that you have erased.
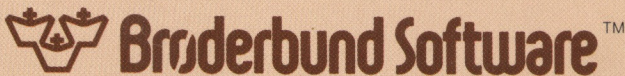
UPPERCASE (p. 8): Capital letters as opposed to small letters accessed by pressing SHIFT, and the letter you want to capitalize.

UTILITY (p. 26): A program on the BANK STREET WRITER disk that allows you to change certain information used by the text processor, and to read passwords. Accessed by pressing **ESC** after you first turn on the computer.

WRITE MODE (p. 8): One of the three structural units of the BANK STREET WRITER used to enter text. No matter what operation you are involved in, you can always get into WRITE MODE by pressing ESC one or more times.

Bank Street
WRITER™

This program is fully guaranteed. If it ever fails to boot return the original disk to Brøderbund for free replacement. Please indicate Atari version. If the disk has been physically damaged, include $5 for replacement.

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