

FLEET WRITER 3/FLEET SYSTEM 2 USER HINTS

- Always make the first line in a text file a Comment Line specifying the file name. You can then use this Comment Line to STORE & REPLACE the file via the Screen Read method if you make editing changes later.
- If an unwanted prompt appears in the Status Line Area, simply pressing <FCN> will return *Fleet System 2* or *Fleet Writer* to Edit Mode. Watch your Status Line indicators.
- 80 and 120 column Edit Mode options are most useful for creating tables and charts, and/or columns of information. For creating text in standard paragraph form, 40 column Edit Mode is recommended, because all the text is visible on-screen without horizontal scrolling.
- When previewing letters and most other documents, the 80 character print-to-screen option is recommended since the entire width of the printed document is visible on the screen at one time. This is an "output" option accessed by pressing 8 (for "80") while in Output Mode.
- Frequently used paragraphs, sentences or phrases can be stored on disk and then recalled into text with the Insert File function.
- When creating a new document, you can save time by reusing portions of an existing document. You will probably be able to reuse many format commands and portions of the text as well. It is usually easier to delete portions of the document than to enter new text. Be sure to store the new document under its own (different) file name! This procedure is particularly useful for memos and other common types of documents.

FLEET WRITER 3 AND FLEET SYSTEM 2 USER HINTS

(continued)

- To make the most efficient use of screen lines while entering text, you can follow format command lines with “;” (semi-colon) and start the text on the same line.
- When editing linked files, the next file specified in the “nx:” command can be automatically recalled by pressing <SHIFT> <CLR/HOME> r <CLR/HOME> <RETURN>.
- To search for items that contain “control” characters such as boldface, underlining, forced spaces, etc., insert two blank lines at the top of text and enter the search item on this line. “Home” the cursor and access the Search function. When *Fleet System 2* or *Fleet Writer* asks for the search string, press <ARROW UP> and the search item will be placed on the Status Line.
- To abort any printing operation, press <ARROW LEFT> <RUN/STOP>. Due to the design of the computer system itself, it is sometimes necessary to press these keystrokes two or more times, in order to abort printing.
- Use only the best diskettes, label them clearly, and handle your diskettes with care. Protect your information, **BACK UP YOUR DISKETTES OFTEN!**

ABOUT THIS RAPID REFERENCE CHART

The Rapid Reference Chart on the reverse side is a printed copy of the Help File recorded on your *Fleet System 2* or *Fleet Writer 3* System Diskette. It is intended as a time-saving guide for people who are already generally familiar with the program.

The Help File recorded on your System Diskette (as the text file named "help") is designed as an on-screen rapid reference guide. To make the Help File available for on-screen use, simply recall the text file "help" from your System Disk into the Extra Text Area. Then you can bring the Help File onto your screen at any time by accessing Extra Text with the "<FCN> x" command. Switching back and forth between Main Text and Extra Text does not erase or harm the contents of either text area.

If you have selected 120 column line length for Edit Mode, the very last portion of the Help File (Output Commands) will not fit into Extra Text when you recall the file. Please note, however, that when you are in 40 or 80 column mode the entire Help Menu is available on-screen.

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FLEET WRITER 3 AND FLEET SYSTEM 2 RAPID REFERENCE CHART

General Commands

| | | | |
|---------------|--------------------------|---------------------|------------------------|
| Disk Mode: | <FCN> | Soft Return: | <SHIFT> <RETURN> |
| Insert Mode: | <f3> | Tab Stop (Numeric): | <FCN> n |
| File Mode: | <SHIFT> <CLR/HOME> | Tab Stop (Reg): | <SHIFT> <ARROW LEFT> |
| Forced Space: | <SHIFT> <SPACE BAR> | Top of File: | Press <CLR/HOME> twice |
| Line Delete: | <FCN> <INST/DEL> | Output Mode: | <FCN> o |
| Line Insert: | <FCN> <SHIFT> <INST/DEL> | Shift Mode: | <f5> |

Function Commands

| | | | |
|-------------------|-----------------|-------------------|-----------------|
| Append Text: | <FCN> a | Paragraph Split: | <FCN> ps |
| Bold On: | <FCN> 8 | Paragraph Concat: | <FCN> pc |
| Bold Off: | <FCN> 9 | Range Set: | <FCN> r |
| Delete Sentence: | <FCN> d s | -Copy: | <FCN> c |
| Delete Word: | <FCN> d w | -Erase: | <FCN> er |
| Erase All: | <FCN> e a | -Transfer: | <FCN> t |
| Erase (to) End: | <FCN> e e | Restart: | <FCN> <SHIFT> R |
| Exit to BASIC: | <FCN> <SHIFT> B | Search & Replace: | <FCN> @ |
| Extra Text Area: | <FCN> x | Subscript: | <FCN> 6 |
| Find: | <FCN> f | Superscript: | <FCN> 4 |
| Hunt: | <FCN> h | Underline On: | <FCN> : |
| Hunt (Global): | <FCN> <SHIFT> H | Underline Off: | <FCN> ; |
| Initialize: | <FCN> .i | Variable Block: | <FCN> b |
| Insert Variables: | <FCN> i | Word Count: | <FCN> # |
| Jump: | <FCN> j | | |

Format Commands

| | | | |
|--------------------------------|-----|---------------------------|-----|
| Format Checkmark: <SHIFT> <f1> | | | |
| Centering On: | cn1 | Next File: | nx: |
| Centering Off: | cn0 | Page Length: | pg# |
| Comment Line: | cm: | Paper Length: | pp# |
| Form Advance: | fa# | Page Number: | |
| Footer: | ft# | (within Header or Footer) | <> |
| Finish Page: | fp# | Page Number Set: | p# |
| Header: | hd# | Pitch: | pt# |
| Justification On: | ju1 | Right Alignment On: | ra1 |
| Justification Off: | ju0 | Right Alignment Off: | ra0 |
| Left Margin: | lm# | Right Margin: | rm# |
| Line Advance: | ln# | Spacing of Lines: | sp# |
| Margin Release: | ma# | Vertical Position: | vp# |

Output Commands

| | |
|----------------------------|-------------------|
| Output (Local): | <FCN> o p |
| Output From Selected Page: | <FCN> o f |
| Output Global: | <FCN> o g |
| Output List Data: | <FCN> o l |
| Output Multiple Copies: | <FCN> o n |
| Output to Video: | <f7> or <FCN> o v |
| Output to Disk: | <FCN> o d |
| Change Video Mode: | <FCN> o 4 or 8 |