



THAT'S  
WRITE



U S E R  
M A N U A L



Ref. No. 1005

THAT'S  
WRITE  
  
USER  
MANUAL

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Distribution disks may include a README file. The contents of this file and any references within it to other files explain variations from the manual which do constitute modification of the manual and the items included therewith. Make sure you read this file before using the software.

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This manual was produced using That's Write Version 1.51 on an ATARI ST(E) with 4 Megabytes of memory and an Atari SM124 Monitor. Camera ready artwork was produced on an HP Deskjet 500 printer. The fonts used are those supplied with That's Write.

## 1. Introduction

That's Write is one of the most powerful word processing programs available for the Atari ST. Although it is easy to use and easy to learn, we strongly advise you to read this manual very carefully. It should contain the answers to all of the questions that could arise during the copying, installation and use of That's Write.

Please ensure that you complete the Registration Card included in the That's Write pack and return it to us as soon as possible. Unless we are in possession of your Registration Card we do not normally provide technical help if you encounter any problems with That's Write. Even more importantly, That's Write is under a process of continued development - unless we know that you have purchased That's Write we can't tell you about updates and enhancements to the program unless we know who you are. We only know who you are if you fill in the registration card and send it to us.

## 1.1 Conventions used within this manual

Keys to be pressed are enclosed in [], for example [Return].

If either of the three keys [Shift], [Alternate] or [Control] are used it is assumed that these are held down whilst any other keys following are pressed. For instance, [Control][F][S] means hold down the Control key, press and release the F key, press and release the S key, then release the Control key. The keys with arrows on them, located between the main keyboard and the numeric keypad, are referred to as cursor keys.

Any command, menu item or button that you should see on screen is in single quotes eg 'Cancel' or 'Open Text...'.

## 1.2 The README file

Before you install the program please look for, and study, the 'README' file on Master Disk 1. All updates which could lead to differences between the current program version and this manual will be listed in the 'README' file.

### 1.3 Technical support

For technical support on That's Write please consult your dealer or telephone the Helpline.

You will find details of the telephone number and opening hours of the Helpline in your That's Write package.

If you have a problem please make sure that you have checked the manual and the contents of the 'README' file on Master Disk 1 before phoning the Helpline. Before calling please try and have the phone next to your computer and the computer switched on. Also have ready your registration number and the version number of your software.

## 1.4 Getting started

The That's Write Help program (THELP.PRG), supplied with That's Write will help you to make backups of your That's Write Master Disks and then configure and install the That's Write program. These functions are set out in Chapters 2 and 3 of this manual.

You will require the following additional disks for the backup and installation procedures.

**Backup:**                    **Three unformatted double sided disks.**

**Installation:**            **Unless you are installing to a hard disk you will need one blank formatted disk. (The 'Installation' function does not format this disk).**

Newcomers to word processing on the Atari ST should read the remainder of this chapter before proceeding with the backup and installation functions. Users who are used to working with word processing programs on the ST can, if they wish, move on to Chapter 2.

## 1.5 Beginner's guide to word processing

Using a word processor is very similar to using a typewriter but much more flexible. Unlike a typewriter you can change existing text quickly and easily and then print out a new copy. To make this quick change of text possible, That's Write must know where you wish to place the text. Any text that is typed on the keyboard is placed immediately before the cursor, which is displayed on your screen as a vertical blinking bold line. The cursor can be moved around within the text either by using the cursor keys or with the mouse by positioning the mouse pointer where you want the cursor and clicking on the left mouse button.

One important difference between a word processor and a typewriter is that you should not press [Return] at the end of each line. A word processor automatically selects the best place for a line break. [Return] is used to mark the end of a paragraph and moves the cursor to the beginning of a new line.

If you move the cursor within your text you can insert a character, word or piece of text at the current cursor position. The text after the cursor position is automatically moved to the right to make room for the inserted text.

You can also delete a character. [Delete] will delete a character to the right of the cursor and [Backspace] will delete a character to the left. That's Write has many other attributes that far surpass the functions of a typewriter. Enjoy exploring these as you progress through the manual.

Like most good programs for the Atari ST, That's Write uses the GEM working environment which is part of the Atari ST's operating system. All programs which use GEM can be used in a similar way. The most important commands are listed in the drop down menus available from the menu bar at the top of the screen. Moving the mouse arrow to any heading on the menu bar will drop down the commands in that menu. Additional information or options from some commands are displayed in Dialogue Boxes which contain Text Fields and Buttons. Alert Boxes, a form of dialogue box are intended to inform you of a potential problem or warn that data will be irrecoverably lost if you proceed.

**\* At all times you should be able to click on [Cancel] to stop anything untoward happening to your That's Write document. The key to using That's Write successfully is to follow the backup and installation process carefully and then 'have a go'. Don't try and use That's Write for the first time with a particularly important document. Rather, start by playing with it and exploring its power. Then proceed with the skills that you have learnt to impress.**

As this manual is not intended to be an Atari ST tutorial manual, we must from this point on assume that you have read and understood the user manual that came with your ST. That knowledge is essential for working with any computer program.

One of the more important chapters in this manual is the one about formatting text. Understanding the powerful formatting capabilities of That's Write can bring consistency to all your documents and save you a lot of time when working with long documents. The final chapters cover auxiliary programs which are included in the That's Write package; That's Snap, Key Show, That's Select and That's Font.

## 2. Backup copy of Master Disks

The Master Disks supplied with That's Write are write protected (the black notch on the reverse side of the disks is pushed up). As long as you don't change the position of the black notch you are secure in the knowledge that no matter what might go wrong when you are installing That's Write, your That's Write Master Disks will never be effected.

Please ensure that before attempting anything set out in this manual you first make a backup copy of each of the three Master Disks as described later in this chapter. Then place the original Master Disks in a safe and secure storage place.

It is good disk management to make a backup copy of Master Disks. The That's Write Master Disks are not in any way copy protected, but may contain 10 sector 80 track format instead of the more usual 9 sectors per track. The That's Help program, THELP.PRG, includes a copy function which automatically detects 10 sector 80 track formatting procedure. You will require three unformatted disks to make your backup copies.

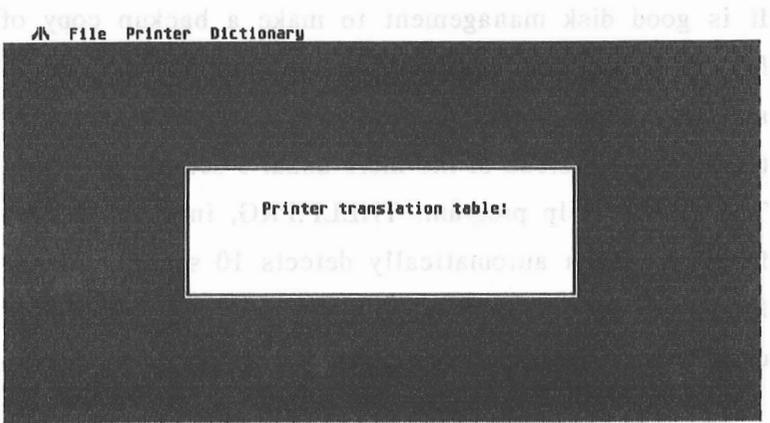
- \* You can use disks that have already been formatted but any existing files on them will be deleted beyond all hope of recovery.

The following instructions assume that you have one or two double sided disk drives.

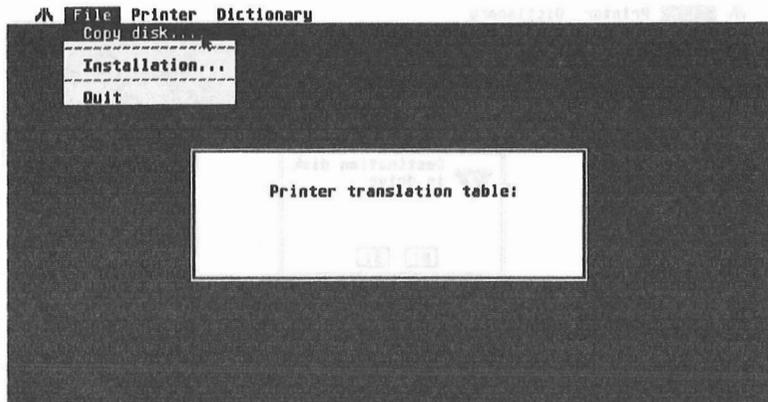
Do not attempt to use a single sided disk drive during backup - if you do then the backup process will not work!

Place Master Disk 1 in the internal A disk drive, and double click on the 'A' disk icon to display a list of the files on disk.

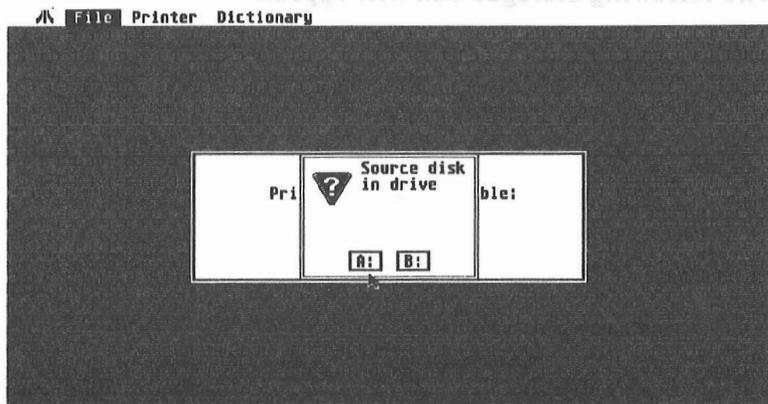
Double click on 'THELP.PRG' and the following screen will be displayed:



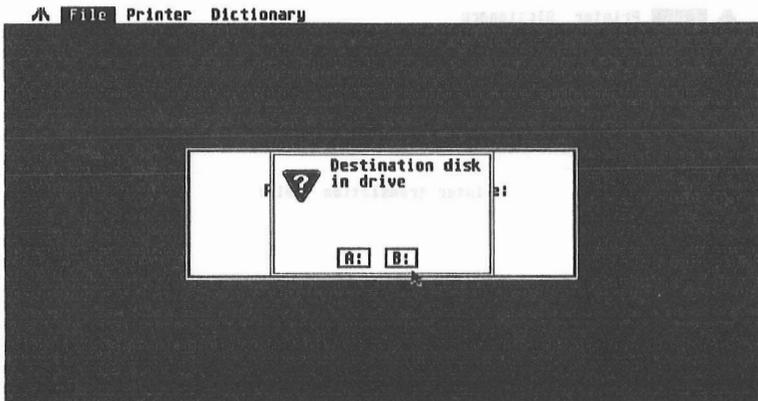
Move the mouse arrow onto 'File' in the menu bar at the top of the screen and you will get a drop down menu like this:



Click on 'Copy disk...' and the following dialogue box will appear:

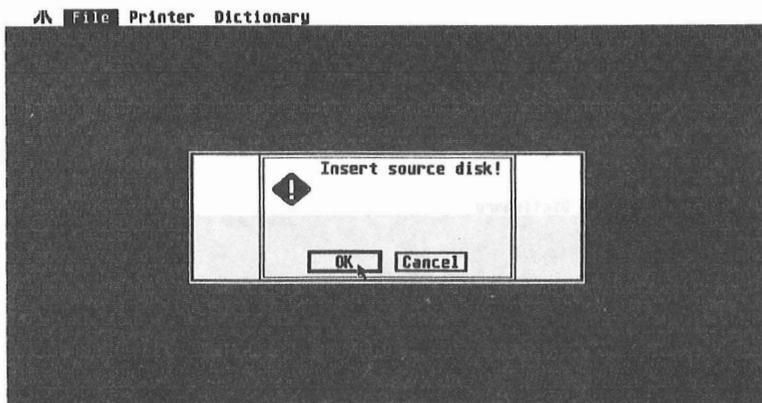


Click on A as your Master Disk is in drive A. The following dialogue box will appear:

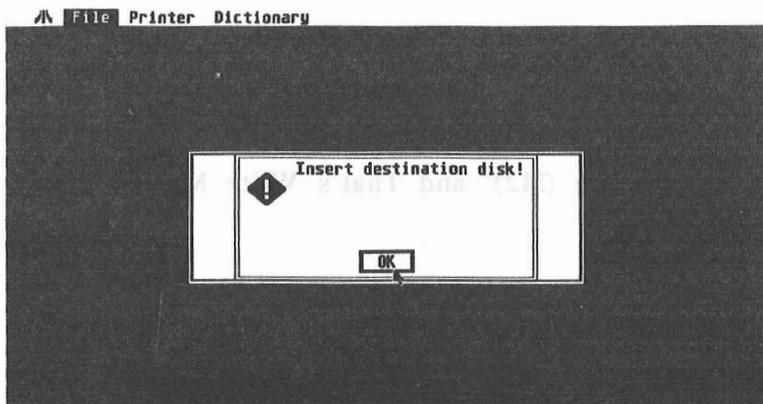


Click on A (or on B if you have a second double sided disk drive and the destination disk will be in drive B). The following dialogue box will appear:



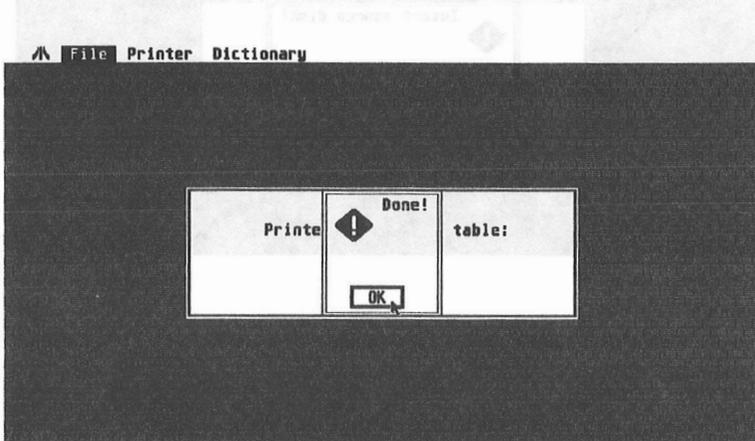


Click on 'OK' and after a while the following dialogue box will appear:



Insert one of the unformatted double sided disks and click on 'OK'. This procedure includes disk formatting so it

will take a while to complete. The following dialogue box advises you that the copy function is complete:



Repeat the copy function for That's Write Master Disk 2 and Master Disk 3. Mark the backup disks as 'That's Write Master Disk 1 backup (M1)', 'That's Write Master Disk 2 backup (M2)' and That's Write Master Disk 3 backup (M3).

You should store your original That's Write Master Disks somewhere safe and from now on use only your newly backed up disks. You will only need to use your original disks again in an emergency or to obtain updates to your software.

- \* **Write protect all three of your backup disks by pushing the tab on the underside of each disk up so that a small square hole is visible in the top corner of the disks. Now you are doubly safe! If anything should go wrong you have got copies of your disks stored safely away. If all else fails you can revert to taking new backups of your Master Disks and start again. If there is a rule in using computer software it is to make good backups of anything important - then experiment, nothing can be lost and a lot can be learnt!**

### 3. Installing That's Write

Now that you have created backup copies of your original That's Write disks it is necessary to create a working copy of That's Write configured for your particular hardware.

### 3.1 Selection of printer driver

After you have made your backup copies of the Master Disks, 'Quit' from the That's Write Help program and use the ST's Desktop to display the contents of the Backup Disks (M1, M2 and M3).

The files with a .ARC extension contain a number of files in a special packed format. During installation That's Write Help will unpack these automatically and once installation is complete you will see that some new files have been created. The LASER.ARC file is, as its title denotes, for use with laser printers. The N24.ARC and N9.ARC files refer to 24 pin or 9 pin printers.

Irrespective of the particular type of printer that you have, there is no need to remove any of these .ARC files. During the installation procedure, That's Write Help will only install those files that are required to support the particular printer type and model that you specify.

- \* It is not possible to install That's Write using a single sided disk drive. However, if you contact the Helpline they should be able to create a single sided version with slightly limited functionality for you.**

**\* If you have not read the README file on these disks it is time to do so now. When the file named README is displayed on screen double click on it. At the dialogue box, click on 'Show' and read the file's contents carefully.**

During the installation procedure, That's Write Help will only install those files that are required to support the particular printer type and model that you specify. If you have a different printer type or model than you have, there is no need to remove any of these ARC files.

\* It is not possible to install That's Write using a single sided disk drive. However, if you contact the manufacturer they should be able to create a single sided version with slightly limited functionality for you.

### 3.2 Installation of That's Write Work Disk \*

For the purpose of this installation section we shall assume that you have two double sided disk drives.

The 'Installation' function uses only one floppy drive, consequently there are a number of disk changes. If you have a hard disk you will get different screen prompts. However, the general procedure is the same.

You will require one formatted blank disk. The 'Installation' function does not format this disk. You should commence installation with Backup Disk (M1) in the internal A drive. Label your blank formatted disk That's Write Work Disk.

- \* **The installation function reads files from the Master Disk in a compressed format and then writes them out in an uncompressed format. Thus writing files takes a lot longer than reading them so be patient during installation and only call the Helpline if nothing happens after more than 10 minutes of the installation program apparently writing to your disk.**

**\* If you have a hard disk That's Write can be installed to any partition on it. You will not need a formatted disk, 'Installation' will copy all necessary files to your hard disk.**

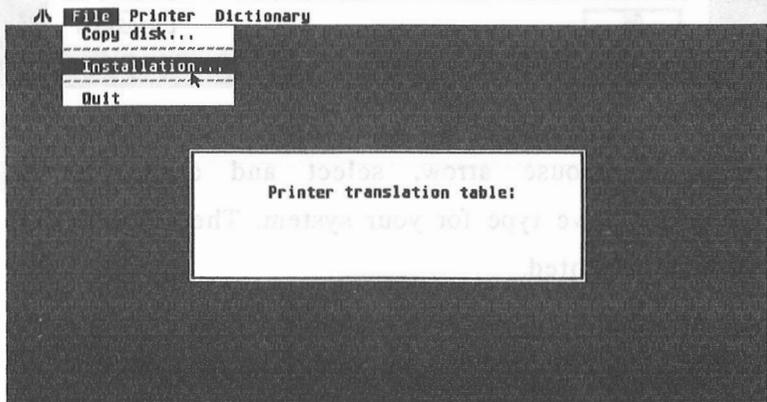
The installation function will copy files to the hard disk. If you have a hard disk you will get different screen prompts. However, the general procedure is the same.

You will require one formatted blank disk. The 'Installation' function does not format the disk. You should reformat installation with Backup Disk (B) in the internal A drive. Label your blank formatted disk That's Write Disk.

The installation function reads files from the Master Disk in a compressed format and then writes them out in an uncompressed format. This writing takes a lot longer than reading them so be patient during installation and only call the helpdesk if nothing happens after more than 10 minutes of the installation program apparently writing to your disk.

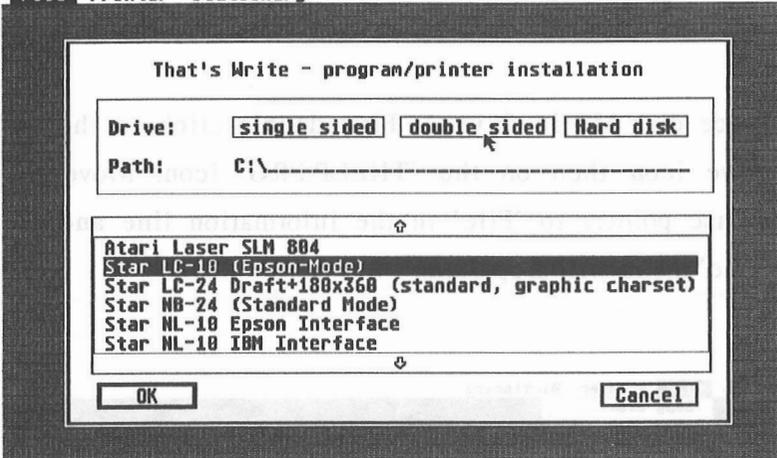
### 3.3 Procedure

Place disk M1 in drive A. First double click on the 'A' drive icon then on the 'THELP.PRG' icon. Move the mouse pointer to 'File' in the information line and the 'File' menu will drop down:



Click on 'Installation...' and the following dialogue box will be displayed:

## File Printer Dictionary



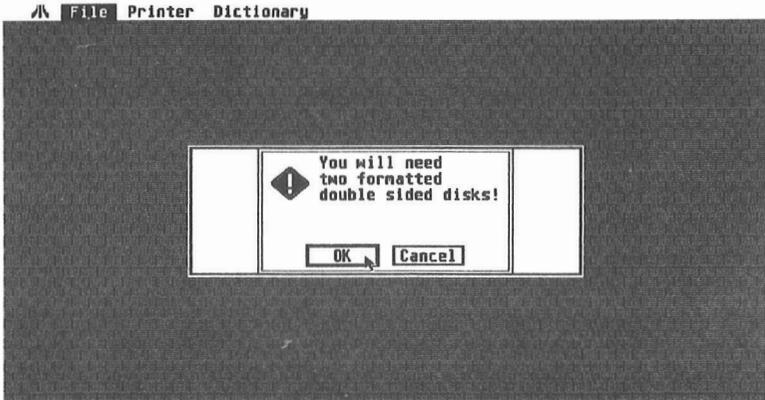
Using the mouse arrow, select and click on the appropriate drive type for your system. The selected box will be highlighted.

**\* For hard disk systems you may add a path name to the folder into which you want That's Write to be installed.**

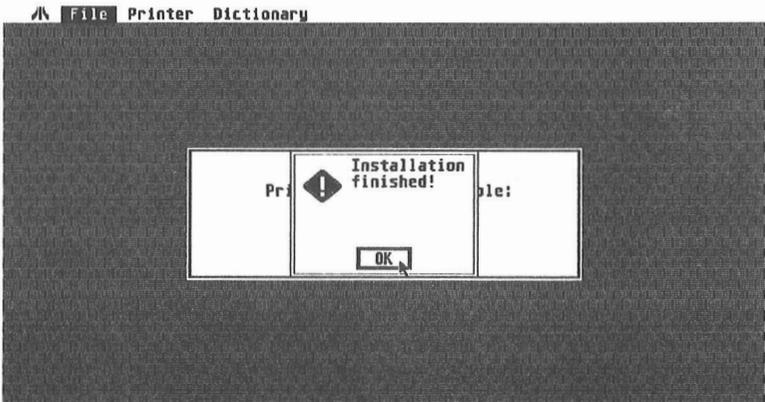
Click on either of the two arrow characters to scroll all the printer drivers listed and then click on the one most suited to your printer. The selected printer will be highlighted.

Click on 'OK' and some of the files on disk M1 will be read into memory.

The following dialogue box is then displayed:



Follow the instructions given by the installation program. When installation is complete you will see the following screen message:



Click on 'OK' to return to the That's Write Help screen and select 'Quit' from the 'File' menu.



Follow the instructions given by the installation program. When installation is complete you will see the following screen.



### 3.4 Final transfer of files

Using the Desktop you will find that your Work Disk contain the files given in the 'README' file.

Now copy the following folder and files from Backup Disk M2 to Work Disk 1 using the Atari Desktop:

KEYSHOW.ACC

TSNAP.ACC

FSEL.ACC

DEMO1.TW

DEMO2.TW

You may prefer to copy all demo files, those marked with the TW identifier, to a separate document disk or if you have a hard disk, to, a separate document folder. If you are going to do a lot of work with That's Write, it is good practice to have a separate disk for these files. It is very easy to recall them when using That's Write.

On Backup Disk M2 you will also find a folder named Auto, double click on this folder to display its contents.

You should now see a file called AUTOINF. Display it on screen by double clicking on the file and selecting 'Show'. Follow any appropriate instructions in this file.

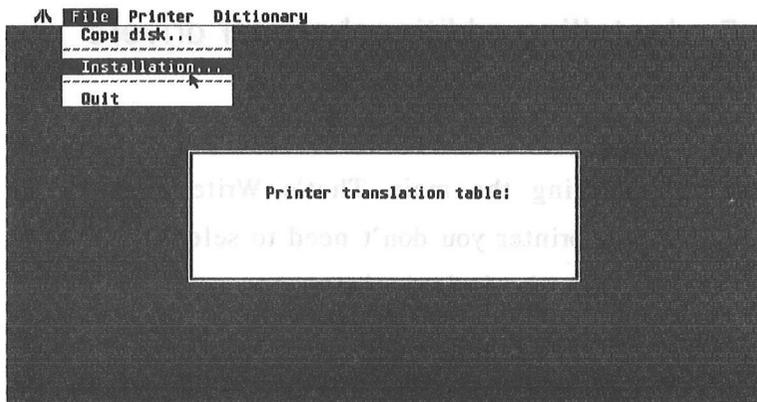
### 3.5 Installing additional printer drivers

An additional printer driver can be installed in a similar way to installing the main That's Write program. To install a new printer you don't need to select the type of drive again, only the desired printer.

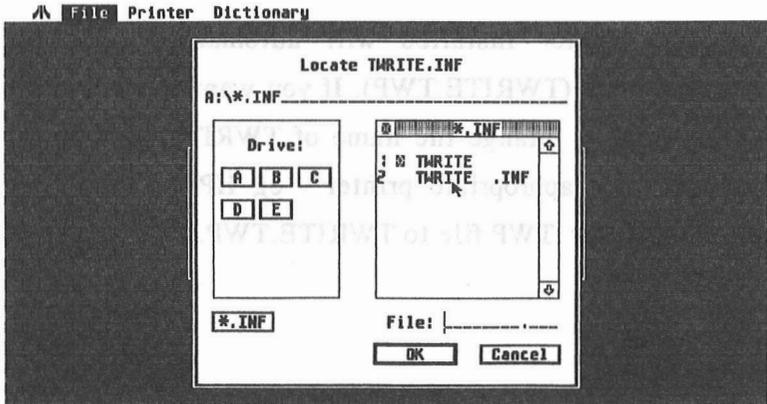
- \* **Before installing an additional printer driver, rename the printer driver file for your existing printer - TWRITE.TWP - to the name of your printer, eg STARNLIO.TWP.**
- \* **There is not enough space for more than one printer driver on a floppy disk based system. If you want to use more than one printer driver from floppy disk, you must completely re-install That's Write onto new disks for the second printer.**

Place disk M1 into the internal A drive and double click on 'THELP.PRG'.

When the That's Write Help screen appears, move the cursor to the 'File' menu and click on 'Installation'.



The 'program/printer installation' dialogue box will now be displayed. DO NOT select a 'Drive' option. Click on either of the two arrow characters to scroll all the printer drivers listed and then click on the most suitable printer. The selected printer will be highlighted. When you are satisfied with your selection, click on 'OK'. You may of course quit from the installation program at any stage by clicking on 'CANCEL'. If you click on 'OK' the following reminder dialogue box will appear:



When printer installation starts, the program will prompt you for the location of the 'WRITE\_ON.INF' file. Exchange disks as requested, following the instructions given by the installation program. Once the additional printer driver has been installed this will be confirmed by a dialogue box. Click on 'OK' to return to the That's Write Help screen and select 'Quit' from the 'File' menu.

You can now change your printer driver via the 'Printer Type...' command in the 'File' menu. The active printer is identified in the dialogue box which is displayed when you issue the 'Print...' command.

The last printer installed will automatically be the default printer (TWRITE.TWP). If you want to change the default printer, change the name of TWRITE.TWP to the name of your appropriate printer - eg HPDJ.TWP. Then rename another .TWP file to TWRITE.TWP.



When printer installation starts the program will prompt you for the location of the 'WRITE\_ON.INF' file. Exchange disks as requested, following the instructions given by the installation program. Once the address printer driver has been installed this will be confirmed by a dialogue box. Click on 'OK' to return to the 'That's Write' menu and select 'Quit' from the 'File' menu.

You can now change your printer driver via the 'Printer Type' command in the 'File' menu. The active printer is identified in the dialogue box which is displayed when you issue the 'Print' command.

## 4. Using That's Write

### 4.1 Quick introduction

If you have just purchased That's Write and have not used a word processor before follow these instructions to get That's Write started otherwise skip to section 4.2.

- a) Insert That's Write Work Disk 1 into Drive A and start the That's Write program by double clicking on 'TWRITE.PRG'.
- b) At this stage, ignore everything on the screen except the text window (the large white area where you can see a blinking vertical cursor line). Type the following text just as you would when using a typewriter.

"Due to the very well thought out design of That's Write, it is very easy to use; it's a word processor for everyone who wishes to write or process text. Even as a beginner you can use That's Write without any problems. That's Write will turn your Atari ST into a professional word processor, enabling you to produce superb quality output quickly and easily."

- c) Stop. Now if you have been true to the above instructions you should have made a mistake in the last word of the final sentence, spelling 'easily' as 'easyly'. Click on the 'y', which obviously should not be in the word, and the cursor will appear between the 's' and the 'y'. Press the [Delete] key and then type [I] to correct the error.
- d) Read through the text to see if there are any more mistakes. If you find any correct them. Now that you have finished processing your text let's save it to disk. Move the mouse arrow to 'File' on the menu bar and then move the arrow down to the 'Save as...' command and click on it with the left mouse button. A dialogue box will be displayed in which you can type a file name for your document. At the cursor position, type in a name up to eight letters long, press [.] and type TW. TW is the That's Write identifier for a document file. Press [Return] or click on 'OK' and your text will be saved to disk.
- e) If you have two disk drives the file should be saved to drive B. If you have a hard drive, you could have saved it to a partition of your hard disk by selecting the appropriate drive button in the dialogue box before pressing [Return] or clicking on 'OK'.

- f) Now prepare your printer. Select 'Print...' from the 'File' menu and click on 'OK' in the print dialogue box. Do not worry about the other printing options available at the moment, these will be explained as you progress through the manual. Your text should now print out on your printer.

That's all you have to do to write and print text using That's Write. Assuming you have a normal speed printer, the above process should only have taken about five minutes to complete.

## 4.2 That's Write and other WP software

When a document is saved from a word processing program the text is saved as well as various attributes given to it such as the font and style of your text, the page size and layout, tab settings etc.

Since word processing programs have varying features the way they store this information is nearly always different. It is normally impossible to transfer text from one word processor to another and maintain exactly the same styles, page layout etc.

That's Write can read text in five different formats. In its own That's Write format all the document's original attributes are retained since you last saved it. Similarly, you can load Write ON files and retain all attributes. With documents created using either 1st Word or 1st Word Plus the text is read in and text attributes eg bold, underline etc are maintained. Finally, text can be loaded using the popular ASCII file format.

Most word processing programs and many programs that use text based information can save files in ASCII format, these files can then be imported into That's Write. When importing an ASCII file into That's Write the text will be in normal style. Any other style previously given to it, eg bold, will be lost.

Further information on loading text into That's Write is contained in Section 6.1.2.

### 4.3 Control commands

Working with the mouse is very easy and makes using programs quite simple. However, use of the mouse can be a hindrance to speed for the experienced user. For example, having to take your hand away from the keyboard to manipulate the mouse makes touch typing impossible. That's Write offers the option of doing everything using keyboard commands.

- \* **Keyboard commands will only be recognised if you press and hold down [Control] whilst successively pressing the command character(s). If That's Write does not recognise the second character of a sequence as a valid command it will proceed as if no command had been issued. For example, the 'Save' command can be issued by the key combination [Control][F][S]. Just press [Control] and hold it down whilst pressing first [F] and then [S].**
  
- \* **The commands for the menu functions are made up as [Control], the first letter of the drop down menu plus the first letter of the command. Therefore the command 'Bold' would be [Control][S][B], S stands for the 'Style' menu and B for 'Bold'.**

- \* **The buttons in the dialogue boxes can also be selected by using the first letter rule. For instance the 'Italic' button in the 'Paragraph Layout...' dialogue box can be selected by typing [Control][I].**

Because some commands begin with the same letter it has not been possible to apply the first letter rule to every case. Where possible each command letter is shown on screen. For others the command letter has been made as mnemonic as possible and detailed in this manual.

## 4.4 The That's Write file selector

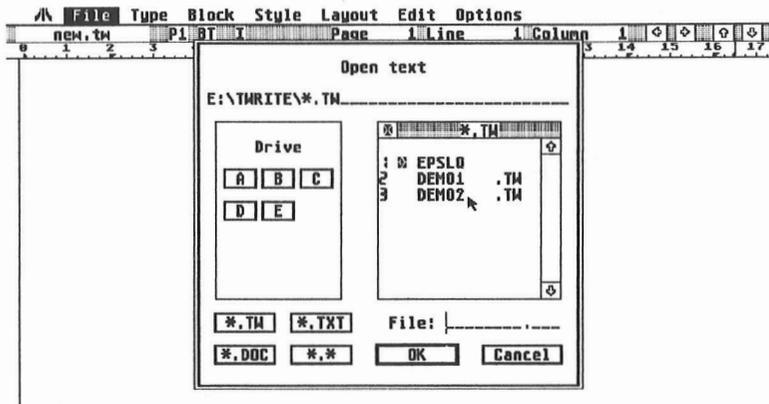
When calling a disk related function, an extended file selector will appear which shows the function to be executed in the top line. The next line shows the current path. You can move the cursor to this line to change the path with either the cursor keys (arrow up or down) or the mouse.

There is a button for each available disk drive (or hard disk partition). When you click on one of these buttons the path will be changed to the requested drive and the corresponding directory will be displayed.

In the bottom part of the file selector box there are buttons for the quick selection of various file name extensions. The number and contents of these buttons depend on the function to be performed. All functions are available via the mouse or the keyboard. To switch to a different drive either click on the appropriate drive letter or press [Control] and the required letter. To choose a file either click with the mouse or press [Control] plus the appropriate file number. As with all That's Write dialogue boxes 'OK' can be selected by pressing [Return] and 'CANCEL' by pressing [Undo].

When you insert another disk into the selected disk drive, click on the grey field above the directory listing or press [Control][Help] to read in the directory of the new disk.

For instance if you click on 'New' in the 'File' menu or type [Control][F][N], you will get the following dialogue:



[Control][A][B],...	Drive A,B,C etc
[Control][1][2],...	File 1,2 etc
[Control][I]	Extension *.WO
[Control][D]	Extension *.DOC
[Control][T]	Extension *.TXT
[Control][*]	Extension *.*
[Control][Help]	Re-read file directory
[Control][Backspace]	Close Folder

\* Note that [(,D),[,/],[\*] refer to the keys above the numeric keypad on the right hand side of the keyboard.

For instance if you click on 'New' in the 'File' menu or type 'control+P' you will get the following dialog:



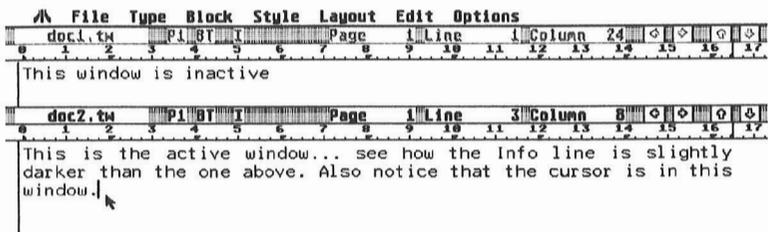
- Drive A,B,C, etc
- File I, J, etc
- Extension \*.WO
- Extension \*.DOC
- Extension \*.TXT
- Extension \*
- Read the directory
- Close Folder

## 4.5 Text windows

That's Write lets you work on two different text files at the same time.

To do this click on the grey area of the Info line (the line directly below the menu bar line), where the name of the current file and other information is displayed, and pull it down. A second Info line and text window will become visible. Select the window you wish to work in by moving the mouse arrow into the text area and then click on it. The window containing the cursor indicates which text window is currently active.

The active window's information line is in a slightly darker shade to that of the inactive window.



The picture shows two text windows in use. The active window is shown with the cursor.

You can also change windows with [Control][D][W]. [Control][D][1] and [Control][D][2] select either the first and second window respectively.

All commands work identically in both text widows. Text can be moved from one window to another with the 'Cut' and 'Paste' commands from the 'Block' menu.

## 4.6 The menu bar

In Chapter 6 all entries in the menu bar are described in the order in which they appear. Each section starts with the name of the command being described as it appears in the menu. It is followed by the keyboard equivalent in the That's Write command set. A full description of the command then follows.

- \* If a command in a menu is followed by three dots (...), a dialogue box will appear after the command has been selected in which you can enter additional information to fine-tune the command. This dialogue box will always include a 'Cancel' button enabling you to return to your text without making any changes... so, explore in safety!**

## 5. Formatting text

One of the main advantages word processors have compared with typewriters is the ability to quickly reformat text. Before you start to write a long document it is strongly recommended that you carefully study the formatting options that That's Write offers.

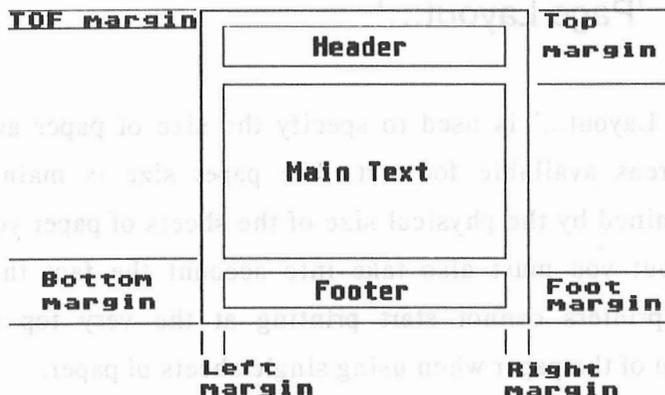
To get the best from That's Write you should use page and paragraph layouts as the primary means of formatting text. Each page is formatted according to that page's 'Page Layout...' and each paragraph is formatted according to the 'Paragraph Layout...' assigned to it.

## 5.1 'Page Layout...'

'Page Layout...' is used to specify the size of paper and the areas available for text. The paper size is mainly determined by the physical size of the sheets of paper you use, but you must also take into account the fact that most printers cannot start printing at the very top or bottom of the paper when using single sheets of paper.

The left and right margins are valid for the main text as well as for headers and footers. Nothing is ever printed outside these margins.

The TOF (top of form) margin is the distance from the top of the page to the beginning of the header. The difference between the TOF margin and the top margin is the space available for the header text. The following diagram illustrates this.



The foot margin is the distance from the beginning of the footer to the bottom of the page. This is the area available for the footer text. Taking the difference between the foot margin and the bottom margin gives the distance between the main text and footer text.

The right margins (specified in the 'Paragraph Layout...') of both the main text and headers/footers must not extend beyond the right margin given in the 'Page Layout...'. Similarly, headers and footers must not contain more lines of text than can fit into the available space. If these rules are not conformed to, text that has been placed outside the allowed area may be cut off during printing.

There are some other aspects of formatting that concern more than a single paragraph and are thus part of the 'Page Layout...'.  
\* You can have a number of page layouts in the menu

When page breaks are calculated by That's Write, sometimes a single line of a paragraph is left alone at the top or bottom of a page. That's Write allows you to specify the minimum number of lines of a paragraph that should be kept together on the same page. This option is available within the 'Page Layout...' command from the 'Layout' menu. If you set the 'Number of lines at start of paragraph' to three no page break will occur within the first three lines of a paragraph. If these three lines do not completely fit onto a page, the whole paragraph will be moved to the next page. The minimum number of lines at the end of a paragraph is handled in the same way.

Other 'Page Layout' functions such as multi-columns and footnote spacing are described in section 6.5.2.

**\* Do not get confused between footers and footnotes. Footers are printed on every page of text with a particular page layout. Footnotes are references shown in a document as a number with further text printed automatically at the bottom of a page. That's Write automatically sets the space for the main text**

on a page so that there is enough space to print the footnote references on the page.

- \* You can have a number of page layouts in the same document. Why? well, flick through this manual and you will see how the chapter headings on a page change when the chapter changes. This is achieved by having different page layouts for each chapter - each with a different header.

## 5.2 Pagination

The calculation of page break positions within a document is called pagination. You can leave this task entirely to That's Write which uses the rules explained in the preceding section.

During pagination and printing, empty lines at the top of a page are ignored. This results in neater looking documents. If you need to retain blank lines, eg for a picture or a diagram to be pasted in after printing, you should put a space character on each otherwise blank line.

Page breaks that are calculated by That's Write are called soft page breaks and may change if you add further text, change text style, or change the 'Page Layout...'. Soft page breaks are marked in the far left hand column, called the page break column, by a dashed line.



If you want to keep a number of lines together, for instance an important paragraph, then position the mouse pointer in the page break column next to the first line of the paragraph, hold down the left mouse button and drag the mouse pointer to the last line of the paragraph. Release the mouse pointer and you will see a tinted block indicating that all lines within the block will be kept on the same page.

You can force a page break in your document. A forced page break is called a hard page break. To set and remove a hard page break click on the left mouse button at the appropriate place in the page break column or press [Control][D][P].



### 5.3 Paragraph layout

A paragraph layout specifies the format of a paragraph. Each class of paragraph, eg normal text and various headings can have its own unique layout. There are considerable advantages in using paragraph layouts compared to the traditional way of formatting text that is used by most word processors. Using paragraph layouts leads to fewer layout mistakes and enables you to very simply change the format of your document after the text has been entered. For example, if you decide that your headings should be printed in italics instead of being underlined, you only need to modify the particular 'Paragraph Layout...' that is associated with those headings. That's Write will automatically change all headings to the new format.

Each 'Paragraph Layout...' contains information about the default font and style to be used as well as information about line spacing, margins, tab positions and justification. You can of course still select another font or style for parts of any paragraph.

This paragraph is "justified", which means that all lines extend to the right margin except the last one. This paragraph is "justified", which means that all lines extend to the right margin except the last one.

This one is "left aligned", the text is ragged on the right margin. This one is "left aligned" so that the text is ragged on the right margin.

This paragraph is "right aligned" so that the text is ragged on the left margin. This paragraph is "right aligned" so that the text is ragged on the left margin.

and this one is "centred".

Experiment with paragraph layouts and examine how they are used in the example documents, it will help you greatly in using That's Write to its full potential.

There are two left margins for each paragraph, one for the first line and one for the remaining lines. This makes it possible to have automatic paragraph indents or outdents. Both left margins specified in the 'Paragraph Layout...' are measured from the left margin specified in the 'Page Layout...'. The left margin specified in the 'Page Layout...' therefore becomes in effect a left margin

datum. If the paragraph margins are set to zero they are the same as the page left margin.

The right margin is specified by its distance from the left margin as set in the 'Page Layout...' so that it gives the length of a line if the left tab is set to zero.

Up to 100 tab positions are available for each 'Paragraph Layout...'. That's Write offers four different types of tabs: left aligned, right aligned, centred and decimal. Their significance is demonstrated by showing what £120.34 and £0.5 look like when placed at one of each tab types.

File	Block	Type	Style	Layout	Edit	Options
new.tm	P1	BT	I	Page	1	Line 2
				£120.34	£120.34	£120.34
				£0.5	£0.5	£0.5

Margins and tabs are displayed in the ruler line. (See section 5.4)

**\* Understanding the last three sections 5.1-5.3 is fundamental to getting the best out of That's Write. Browse through these sections again to grasp fully how the formatting of text is controlled and which**

options can be set at 'Page Layout...' and which can be set at 'Paragraph Layout...'

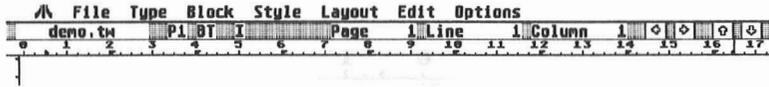
The right margin is specified by its distance from the left margin as set in the 'Page Layout...' section. The default length of a line if the left tab is set to zero. Up to 100 tab positions are available for each Paragraph Layout... That's Write offers four different types of tabs: left aligned, right aligned, centered and decimal. Their significance is demonstrated by showing when 1.5034 and 20.2 are typed at one of each tab type.

File	Block	Type	Left	Right	Center	Decimal
1.5034	1.5034	1.5034	1.5034	1.5034	1.5034	1.5034
20.2	20.2	20.2	20.2	20.2	20.2	20.2

Margins and tabs are displayed in the ruler line. See section 2.4.

\* Understanding the last three sections 2.1-2.3 is fundamental to getting the most out of That's Write. Browse through these sections again to grasp fully how the formatting of text is controlled and which

## 5.4 The ruler line



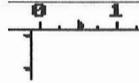
In the ruler line you can adjust the tab positions and the left indent and right margins of the 'Paragraph Layout...' that is assigned to the paragraph in which the cursor is currently placed.

The ruler line has marks at distances of 1/10 inch, ie the width of a standard character on a typewriter and numbers give the distance from the left hand edge in centimetres. That's Write approximates 2.5 centimetres to one inch which is usually adequate for this purpose. The inch measurements are exact.

Margins and tabs can only be set on a particular mark ie not between marks.

To adjust the left and right margins position the mouse pointer on the appropriate symbol, keep the left mouse button pressed down and slide the symbol to a new position.

The symbol for the left margin is a triangle that points to the right.



The symbol for the first line left margin looks almost the same, but instead of being solid black it consists of two vertical lines.



These symbols can be picked up and dragged using the mouse.

The symbol for the right margin is a triangle that points to the left. Again, this can be adjusted for a particular paragraph using the mouse.



Tabs can be set and removed by clicking on the required position. Set them with a single click and remove them with a double click.

Clicking once with the left mouse button sets a left aligned tab.



Clicking once with the right mouse button sets a right aligned tab.



Clicking once with the left button on an existing left aligned tab changes it to a centred tab.



Clicking once with the right button on an existing right aligned tab changes it to a decimal tab.



By pressing [Tab] the cursor moves to the next tab position to the right and the characters following it are aligned according to this tab. When editing text you can move to the next tab stop set in your text by using [Control][Tab].

Clicking once with the right mouse button sets a right aligned tab.



Clicking once with the left button on an existing left aligned tab changes it to a centered tab.



Clicking once with the right button on an existing right aligned tab changes it to a default tab.



## 6. The menu bar

In this section all commands are described in the order in which they appear in the menu bar. Each section begins with the name of the command being described as it appears in the menu. A full description of the command follows.

- \* **If a command is followed by three dots (...), a dialogue box will appear after the command has been entered, in which you will be required to enter additional information in order to detail the command.**

## 6.1 The File menu

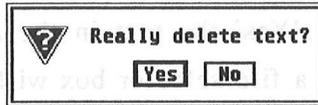
File	Type	Block
New Text	N	
Open Text...	O	
Insert Text...	I	
Last Version	L	
-----		
Save	S	
Save as...	A	
Save ASCII...	U	
-----		
Delete File...	D	
Copy File...	C	
Rename File...	R	
-----		
Printer Type...	T	
Print...	P	
Mail Merge...	M	
Quit	Q	

### 6.1.1 New

[Control][F][N]

This command deletes the text in the currently active window and should be used when you want to start a new document. It has absolutely no effect on files stored on your disk and only deletes the current text from the memory of the computer.

To prevent accidental loss of your text the following alert box will be displayed if the text that you are going to delete from memory has not been saved to disk since the last changes were made to it:



The 'New' command will only be executed if you click on 'OK'.

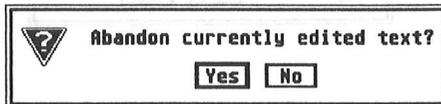
### 6.1.2 Open...

Control][F][O]



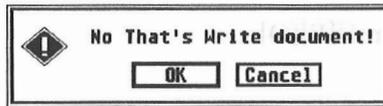
This command loads a text file from disk into memory and displays it in the currently active window. It can be used to load files that are in That's Write, Write ON, 1st Word, 1st Word Plus or ASCII format.

If the text currently in memory has not been saved, That's Write will warn you by displaying the following alert box:

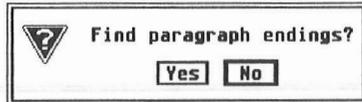


If you click on 'No' then the 'Open' command will be cancelled.

If you click on 'Yes' the text in the active window will be deleted and a file selector box will be displayed from which you can select a previously stored text file. If you try to load a file that was not created with That's Write the following alert box will be displayed:



If you choose 'OK' at this point, That's Write assumes that the file is an ASCII or 1st Word Plus text file. There are two conventions about the use of line and paragraph delimiters in ASCII text and you can choose between the two possible interpretations in the following alert box:



- \* **When you are loading text created by 1st Word Plus, the answer to the question 'Yes' or 'No' in the 'Find paragraph endings?' alert box will have no effect.**

Select 'Yes' when every line of your input file is to be loaded as a complete paragraph. This applies to files such as program source code or the printer configuration source code used by That's Write (ie with a .PCS file identifier). Also select 'Yes' for text files which contain complete paragraphs on each line. This is a popular variant of the ASCII format for interchanging text between word processors and desktop publishing programs.

Select 'No' when a paragraph in the ASCII file consists of several lines. In such cases two consecutive carriage return characters in the text are taken to be a paragraph ending.

### 6.1.3 **Insert...**

[Control][F][I]

'Insert' loads a file in a similar way to 'Open' except that the file which is loaded is added to the current document instead of it being replaced. Choose the file you wish to insert at the current cursor position from the file selector box.

#### 6.1.4 Last Version

[Control][F][L]

This command replaces the text currently in memory with the last version that was saved to disk so all the changes you have made since you last saved the text will be discarded.

#### 6.1.5 Save

[Control][F][S]

Text can exist on a disk in different files under a number of different names.

This command saves the text under the name displayed in the information line. If a file with this name already exists on disk, the existing disk file's extension will automatically be changed to .BAK. You could click on the name in the information line and change it to another name prior to selecting the 'Save' command.

#### 6.1.6 Save As...

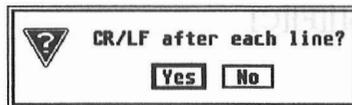
[Control][F][A]

This command also saves the current text, the only difference being that a file selector box appears, enabling you to specify a new path or file name.

### 6.1.7 Save ASCII...

[Control][F][U]

This command saves the text in ASCII format. As already explained in the section on opening files there are different conventions for specifying line and paragraph breaks. Accordingly, you have two options for saving your text: either with or without a carriage return/line feed character at the end of each line.



If you choose CR/LF after each and every line the resulting file could for example, be shown or printed from the desktop. However, it may be difficult to use such a file as input to another program. If this is the case then you should select 'No' which will only give CR/LF after each paragraph.

ASCII format files do not contain information about text style, fonts or 'Page Layout...' so it is important that you always keep a copy of your document in That's Write format.

### 6.1.8 Delete File...

[Control][F][D]

This command is used to delete a file from disk, it is a useful command when there is insufficient data space on the disk to save the current document. If you use this command you will be offered the file selector box from which you should select the file you wish to delete. At this point you can still cancel the delete command.

### 6.1.9 Copy File...

[Control][F][C]

This command will copy a file to another folder or to a different drive. First, using the file selector box, choose the file you wish to copy and click on 'OK' - a second file selector will appear - now select the file name and path you wish to copy to.

### 6.1.10 Rename File...

[Control][F][R]

This command will change the name of a file on disk. Select the name of the file you wish to change from the file selector box and click on 'OK' - a second file selector will appear - now specify the new name. This function does NOT change the name of the file in memory.

### 6.1.11 Printer Type...

[Control][F][T]

Because different printers have different commands for performing special functions a special printer configuration must be loaded for each printer that you wish to use. This command lets you change the currently selected printer configuration. As explained in Chapter 3, you must first install all of the different printers you wish to use.

Printer drivers all have the file extension .TWP. If there is a file 'TWRITE.TWP' this will be the default printer driver loaded automatically when you load That's Write.

6.1.12 Print...

[Control][F][P]

Print  on

From page  to  Only  even  odd pages

No. of copies:   double-sided  flip margins

Footnote numbers by:  Page /  Text

With /  without pictures

Port:  Printer (direct)  Printer (BIOS)  Modem  File

Paper:  Feed  Single

- [Control][A] All
- [Control][E] Even
- [Control][O] Odd
- [Control][W] With
- [Control][U] Without
- [Control][D] Double Sided
- [Control][L] Flip Margins
- [Control][P] Printer (direct)
- [Control][B] Printer (bios)
- [Control][M] Modem
- [Control][I] File
- [Control][F] Feed
- [Control][S] Single

You can decide how your That's Write document will be printed by setting the relevant parameters in the 'Print...' dialogue box.

The first line of the dialogue box indicates the name of the file which will be printed and the printer it will be printed out on. You must specify the range of page numbers you wish to print. If you only want page 1 to be printed you should specify 'From page 1 to 1'. If you only want to print page 2 you should specify 'From page 2 to 2', etc. You can choose to print only odd or only even pages - a useful feature if you want to finish up with a document printed double sided.

'No of copies' determines how many copies of each page will be printed. It is worth noting that with some printers, notably laser printers, printing several copies at a time is significantly faster than printing the whole document several times.

You can also select the output port that your printer is connected to. In most cases the output port is the parallel port which is selected either by 'Printer (direct)' or 'Printer (BIOS)'. For serial printers you should select the 'Modem' port.

There are two options for printing to the parallel port: 'Printer (direct)' is an especially fast That's Write printing routine, however it does not work in certain circumstances particularly if you use additional hardware or software such as a network or a printer spooler. 'Printer (BIOS)' uses the ST's standard method of printing which is compatible with other hardware and software that you may have in your machine but it is usually slower than printing direct.

The 'File' option lets you re-direct all printer output to a disk file. This option is not available if the installed printer is an Atari SLM 804 Laser Printer.

The 'Paper' option is used to specify the type of paper that you are using. 'Feed' is used for printing to fanfold paper or to cut sheet paper using a cut sheet feeder. 'Single' is used for manually fed single sheet paper. In the latter case, That's Write will prompt you to insert a new sheet of paper when required. While your text is being printed an alert box indicates the number of the page being printed.

Printing can be interrupted or stopped completely at any time simply by holding down both [Shift] keys for a few seconds. Printing will continue for a short time and then That's Write will display an alert box which will allow you to cancel printing.

That's Write uses special automatically loaded printer fonts during printing. If That's Write fails to find italic, superscript or subscript fonts the relevant characters will be printed as normal text.

**\* Because screen display is in a different resolution to printer resolution That's Write uses different fonts for displaying characters on screen to those it uses when printing. The display will accurately show where the line and page breaks will appear in the printed document but the position of the text on each line may vary between the screen display and printed output ie words that appear to be perfectly aligned beneath each other on the screen may not be so aligned when printed. If you want to align text on successive lines use [Tab].**

\* **That's Write** requires a certain amount of free memory (RAM) when printing. If insufficient memory is available **That's Write** will terminate the printing operation and display an alert box. An alert box will be displayed if there is not enough memory to print an image. The image will be replaced by an amount of white space equivalent to the size of the image. If you do not have enough memory to print your document either use the 'Remove Font...' command from the 'Type' menu to delete any font currently loaded into memory that is not used in your document if you have used the spell checker, click on 'End Checking' from the 'Edit' menu. Next try splitting your document into a number of files and printing each one separately. If this still does not give enough free memory, try removing some desktop accessories.

### 6.1.13 Mail Merge...

[Control][F][M]

Mail merge is a quick and easy way of sending personalised copies of the same letter to many people.

The data for the merge needs to be in an ASCII file in a standard format called SDF or comma delimited. SDF is a

simple format and easy to create using That's Write. Most databases for the Atari ST can also produce SDF format files.

The following is an example of a typical SDF format file:

```
Powtech Keyton Ltd,J.P. Hartex,Connister House,"129,  
Threpton Street",Tottenham,London N31,Mr  
Fowgraf Studio,H.F. Fowler,"30, Malplaquet Arcade",  
Hamilton Road,Maidstone,Kent,Mr  
Atterly Products Ltd,R. Pelham,"7,Tolliver Close",  
Barnsley,South Yorkshire,,Mr
```

If we were to mail merge using this file we would produce three different letters. That's Write automatically inserts the name and address into each letter.

Looking at the above example you will begin to see how an SDF format file is made up. Each of the three addresses is called a record and each individual component of a record eg H F Fowler is known as a field.

There are 8 simple rules to follow when setting up an SDF file.

- a) Each record must contain the same number of fields.

- b) Each field within a record must be terminated by a comma.
- c) The final field in a record must not be terminated by a comma.
- d) If a field contains a comma it must be enclosed in double quotes.
- e) Each record must end with a carriage return.
- f) There should be no carriage returns within a record.
- g) The maximum number of fields a record may contain is 128.
- h) The maximum length of a record is 80 characters.

Look closely at the example again and see how it conforms to all of these rules. In the last record for Atterly Products, 7, Tolliver Close is enclosed in double quotes. Because this field is enclosed in double quotes That's Write will interpret the comma after the number 7 as part of the field and not an end of field marker.

In the same record you will also notice that there are two commas after South Yorkshire. This is because Atterly Products address has one less field than the other records in the SDF file, each record must have the same number of fields so a blank field must be inserted into the record. The two commas make a blank field and hence the record has seven fields.

Creating an SDF file in That's Write is very easy. Following the above guidelines, type in your data and save it in an ASCII file using the 'Save ASCII option from the 'File' menu. Enter the file name and select 'No' for 'CR/LF after each line?'

Now we need to create a letter for our mail merge. A typical letter might look like this:

#1#

Attention #7+##2#

#3#

#4#

#5#

#6#

Dear#7##2#

How are you?

This note was written using the mail merge function in That's Write.

As you know I have an Atari ST. That's Write is the best word processor I have found and I recommend that you buy one too!

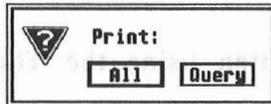
Yours sincerely

Deborah Shipp

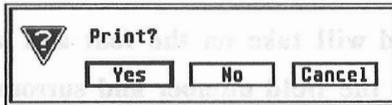
Look again at the example That's Write document. Note how each field in the record is numbered consecutively and enclosed with a "#" mark.

- \* Each field will take on the font and style attributes as set for the field number and surrounding # marks. Note that the field number and # marks must have the same style and font.
- \* If a [+] is placed after the field number, eg #1+#, then if the field contains data a space will be inserted after the data, if the field is empty no space will be inserted.

With the That's Write file on screen select the 'Mail Merge' option from the 'File' menu. A file selector prompts you for the name of the SDF file and this is followed by the print dialogue box:



Selecting 'All' will merge all the records in the SDF file with your That's Write document and print it. 'Query' will display each record on screen and you can select from the dialogue box whether you want to print the record - 'Yes', ignore the record and display the next - 'No', or terminate the mail merge - 'Cancel'.



Thus your first letter would look like this:

Powtech Keyton Ltd  
Attention Mr J.P. Hartex  
Connister House  
129, Threpton Street  
Tottenham  
London N31

Dear Mr Hartex

How are you?

This note was written using the That's Write's mail merge feature.

As you know I have an Atari ST. That's Write is the best word processor I have found and I recommend that you buy one too!

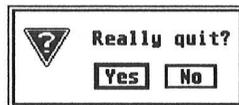
Your sincerely

Deborah Shipp

### 6.1.14 Quit

[Control][F][Q]

Select 'Quit' to exit That's Write and return to the GEM Desktop. As a safeguard, in case you failed to 'Save' one of the documents in memory, That's Write will draw your attention to the fact that you are exiting a document which has been changed since you last saved it by displaying the following alert box:



If you click on 'No' you will return to That's Write and will still be able to 'Save' your document but if you click on 'OK' you will exit the program and any unsaved text will be lost forever. There is a choice in 'Preferences' from the 'Options' menu to select a frequency of automatic, periodic saving that could be a great time saver if you do accidentally 'Quit' without saving. The worst thing that could happen then would be that text entered since the last automatic 'Save' would be lost.

- \* It is essential that you 'Quit' via the 'File' menu if the above safeguard is to operate correctly. Do not fall into the bad habit of switching the power to your computer off at the end of a session without having first correctly exited That's Write.



## 6.2 The Block menu

Block	Style	Layer
✓ Start		S
✓ End		E
-----		
Cut		U
Paste		P
-----		
To Clipboard		B
From Clipboard		L
-----		
Copy		C
Move		M
Delete		D
Save		A
-----		
Hide		H
-----		
To Start		T
To End		O

A block is a piece of text which has been specially marked. It can range in size from one character to a whole document. Many operations, including deleting, moving, copying or saving text, can be performed on a block with a single command.

### 6.2.1 Start

[Control][B][S]

or

[Alternate][left mouse button]

or

[Double click left mouse button]

### 6.2.2 End

[Control][B][E]

or

[Alternate][right mouse button]

or

[Double click right mouse button]

A section of text must be defined as a block before a block command can be issued. This is done by using the 'Block' menu commands 'Start' and 'End'. Only one block can be defined at a time and it is marked on the screen with a special background pattern:

**This is a marked block.**

A block can be defined using either keyboard commands or the mouse.

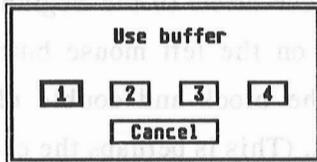
Using the keyboard position the cursor at the beginning of the block and use 'Start' from the 'Block' menu, move the cursor to the end of the block and select 'End' from the 'Block' menu.

There are several different ways to mark a block using the mouse.

- a) Point the mouse arrow to the beginning of the block, double click on the left mouse button then point to the end of the block and double click on the right mouse button. (This is perhaps the easiest method).
- b) Point the mouse arrow to the beginning of the block and press [Alternate][left mouse button], then move to the end of the block and press [Alternate][right mouse button].
- c) Position the mouse arrow at the beginning of the block, keep the left hand mouse button pressed down and move the hand and rectangle outline to the end of the block. This method can only be used for marking a block that is completely visible on the screen.
- d) Pressing [Shift] + left mouse button will mark the current word.
- e) Pressing [Shift] + right mouse button will mark the current paragraph.

**6.2.3 Cut...**

[Control][B][U]



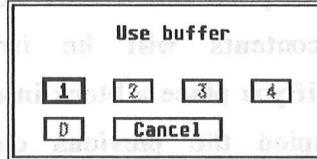
[Control][1],[2],[3],[4]      Blocks 1, 2, 3 and 4

Just as you might cut an article out of a newspaper you can cut a block out of your text. Instead of being deleted the block that you cut out will be copied to a separate memory area (called a buffer). That's Write has four separate block buffers at its disposal and will ask you to select the one you wish to use for this operation.

In this way you can cut up to four blocks out of your text without losing them.

### 6.2.4 Paste

[Control][B][P]



[Control][1],[2],[3],[4]      Blocks 1,2,3 and 4

[Control][D]                      Delete

Using the 'Paste' command a buffered block of text is pasted in at the current cursor position. The four buffers are available for use in both text windows. So you could for example 'Cut' a block out of one document window and 'Paste' it into the other.

If you accidentally delete a block the deleted text is not totally beyond recall. Issue the 'Paste' command, click on 'D' in the dialogue box and the deleted block will be restored at the current cursor position.

- \* The 'Block' menu's 'Cut' command only stores the block in the computer's memory (RAM) not to floppy or hard disk. If you exit the program, switch the computer off or press the RESET button the buffers and their contents will be irretrievably lost. Furthermore, if you place a block into a buffer that is already occupied the previous contents will be discarded.

#### 6.2.5 To Clipboard

[Control][B][B]

#### 6.2.6 From Clipboard

[Control][B][L]

With these commands data can be transferred from one program to another. The clipboard is a folder on your boot disk or boot drive (if you have a hard disk). It is possible to copy text and pictures to and from the clipboard.

#### 6.2.7 Copy

[Control][B][C]

This command places a copy of a marked block at the current cursor position.

### 6.2.8 Move

[Control][B][M]

'Move' transfers a marked block to the current cursor position.

- \* When the 'Block' menu commands 'Copy' and 'Move' are being used the cursor must remain outside the marked block. Note that if the last line of a marked block is blank it will not be displayed as part of the block on screen because it contains no characters.

### 6.2.9 Delete

[Control][B][D]

'Delete' removes a marked block without further warning.

If you accidentally delete a block it is possible to recover its original contents. See section 6.2.4 for further information.

### 6.2.10 Save

[Control][B][A]

'Save' lets you store the currently marked block on disk. The block can be saved in That's Write or ASCII format.

**6.2.11 Hide****[Control][B][H]**

This command removes the marking of the block. Once this command has been given no block exists so no block operations can be performed.

**6.2.12 To Start****[Control][B][T]**

Moves the cursor to the beginning of a marked block.

**6.2.13 To End****[Control][B][O]**

Moves the cursor to the end of a marked block.

## 6.3 The Type menu

File	Type	Block	Sty
Pica	10cpi	Font	11
Hel	14	Font	12
✓ Tim	12x	Font	13
Font	4	Font	14
Font	5	Font	15
Font	6	Font	16
Font	7	Font	17
Font	8	Font	18
Font	9	Font	19
Font	10	Font	20
-----			
Load Font...			L
Delete font...			D
Show Fonts			S

In That's Write a font is a particular typeface design in a particular size such as Elite 6cpi or Rock 18.

That's Write can work with up to 20 fonts in memory at the same time. The fonts currently loaded into memory are listed in the 'Type' menu.

After initial installation of That's Write you will see that only one font is listed in the 'Type' menu.

### 6.3.1 Changing Fonts

[Control][T][font number]

Where the font number is between 1 & 9 for the first 9 fonts in the font list and 0 for the tenth font.

If no block is marked when a font is selected it will be used for newly entered text from the current cursor position. Any other text in the document will be unchanged. If a font is selected while a block is marked the marked text will be changed to the new font.

The font that will be used for newly entered text is indicated in the 'Type' menu by a tick beside the font name. If you click on a different font in the 'Type' menu when no block is marked this becomes the active font.

If you move the cursor along a line using [→] the active font will be the font to the left of the cursor position. If you move the cursor backwards along a line using [←] or re-position the cursor using the mouse the active font will be the font to the immediate right of the cursor. The font will change in the 'Type' menu to show the active font.

### **6.3.2 Load font...**

[Control][T][L]

Using this command you can load additional fonts at any time, provided the limit of 20 fonts has not been reached and enough free memory is available.

A complete font consists of four files; two for normal and italic styles and two for superscript and subscript size in normal and italic styles. Only the normal size/normal style font is necessary. The fonts you load should always be from the TWRITE folder. The file name for these font files always start with an S and have the extension .FNT.

When That's Write is started any font(s) specified in the file 'FONTS' found in the 'TWRITE' folder are automatically loaded. 'FONTS' is a file in ASCII format and it must contain at least one font otherwise That's Write won't function. When a document is loaded into That's Write all the fonts used in it will be loaded into memory automatically.

If you would like a selection of fonts to be loaded automatically each time you load That's Write follow these instructions.

From your ST's desktop, open the 'TWRITE' folder and note the screen fonts listed. (These are S\*.FNT files and are created during installation and are not present on the That's Write Master Disks). Make a list of the fonts that you want to load automatically. In the folder you should also see a file named FONTS, take a backup copy of this file. Use That's Write to create a document that lists all

the fonts you want to load automatically (remember you must not exceed 20 fonts). Each font must be listed on a separate line as the following example shows;

SYORK

S15CPI

SPICA

SPROP

SELITE

Save the document in the TWRITE folder, using the 'Save ASCII' option from the 'File' menu, with the name 'FONTS'.

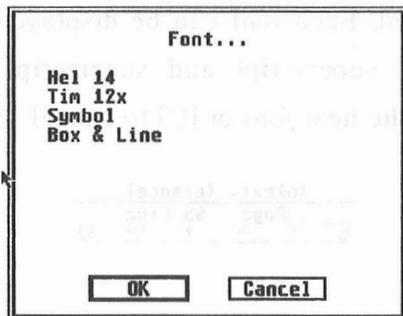
If you now 'Quit' That's Write, then reload it and check the 'Type' menu you should see all the fonts automatically loaded. During start up of 'TWRITE.PRG' you may find that some of your fonts will not be loaded. This is normally due to the listed fonts needing more memory than is available. If this is the case reduce the number of fonts listed in the file 'FONTS'.

\* **Fonts use a significant amount of memory (RAM). On Atari STs that have only 1MB of RAM they can easily take up so much space that the remaining memory is not sufficient for the text. If this happens use the 'Remove Font' command in the 'Type' menu to create more free memory. If you still find that you have insufficient memory try removing any desktop accessories that you may have installed including 'TSNAP.ACC', 'FSEL.ACC' and 'KEYSHOW.ACC'.**

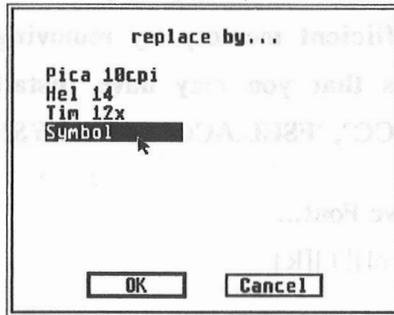
### 6.3.3 Remove Font...

[Control][T][R]

The 'Remove Font' command lets you delete a font from memory. This command is particularly useful if you need more memory to load an additional font or to add extra text to your document.



If you select the 'Remove font...' command you must choose a new font from the dialogue box for any text in your document that is currently set in the font that you are now going to remove.



#### 6.3.4 Show Fonts

[Control][T][S]

This command gives a quick impression of the fonts currently loaded. Each font can be displayed on screen in normal, italic, superscript and superscript italic. Press [N] to display the next font or [C] to cancel the function.

(n)ext, (c)ancel  
 Page 65 Line  
 6 7 8 9 10 11

## 6.4 The Style menu

Style	Layout	Edit
From Layout		L
Normal		N
Bold		B
Underlined		U
Double Underlined		D
Strike Through		T
Italic		I
Superscript		P
Subscript		S
Mark Index		X
Mark Contents		C

The 'Style' menu commands allow you to change the style of your text, eg to highlight certain text passages. They can be applied to text in the following ways.

- a) Mark a block of text that you want to re-style and then select a text style from the 'Style' menu. In this way only the marked text will be re-styled. The block retains its original styles. The only way to remove a style from a block is to select normal - remember that this option will disable all styles.
- b) Select a style for your text from the menu before you begin typing. In this way you can change styles as you type. Each style is on a toggle on/off switch. If you select normal all styles will be disabled.

### 6.4.1 From Layout

[Control][S][L]

Click on 'From Layout' to reset the style of the marked block (or if no block is marked the current paragraph) to that defined in the paragraph style. (For further details refer to the section on 'Paragraph Style...' in the 'Layout' menu).

### 6.4.2 Normal

[Control][S][N]

### 6.4.3 Bold

[Control][S][B]

### 6.4.4 Underline

[Control][S][U]

### 6.4.5 Double Underline

[Control][S][D]

### 6.4.6 Strike Through

[Control][S][T]

### 6.4.7 Italic

[Control][S][I]

**6.4.8 Superscript**`[Control][S][P]`**6.4.9 Subscript**`[Control][S][S]`

All style options can be freely mixed, with the obvious exception that 'Superscript' and 'Subscript' cannot be active at the same time.

- \* To attain optimal print quality, That's Write uses extra fonts for 'Superscript' and 'Subscript' as well as 'Italic'. If either of these fonts is not available That's Write will print the relevant characters in 'Normal' style instead.

**6.4.10 Mark Index**`[Control][S][X]`

Marks a block of text for inclusion in an index built with the That's Write index function.

Text marked as an index entry is shown as white on a black background

### 6.4.11 Mark Contents

[Control][S][C]

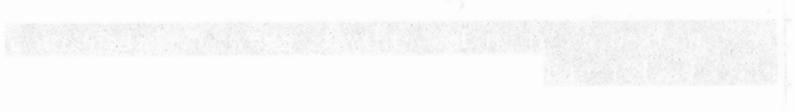
Marks a block of text for inclusion in a 'Table of Contents' built with the That's Write Table of Contents feature.



To retain optimal print quality, That's Write uses extra fonts for 'Superscript' and 'Subscript', as well as 'Italic'. If either of these fonts is not available, That's Write will print the relevant character in 'Normal' style instead.

6.4.10 Mark Index  
[Control][X]

Marks a block of text for inclusion in an index built with the That's Write Index function.



## 6.5 The Layout menu

Layout	Edit	Options
Paragraph Layout...	A	
Page Layout...	P	
Format Paragraph	^Q	
Format Document	D	
Pagination	G	
Hide Paragraphs	H	
Show Paragraphs	O	
Load Layout...	L	
Save Layout...	S	

The commands in this menu are concerned with formatting text.

### 6.5.1 Paragraph Layout...

[Control][L][A]

or

[Control][A]

Paragraph layout:   Body Text

Heading level: 0

Justification:

Default font:

Default style:

Paragraph separation: 8 mm

Line spacing:

Ruler:  L 0 pices

[Control][↑] Previous Layout

[Control][↓]	Next Layout
[Control][F]	Default Layout
[Control][J]	Justify
[Control][L]	Left Aligned
[Control][C]	Centred
[Control][R]	Right Aligned
[Control][←]	Previous Font
[Control][→]	Following Font
[Control][I]	Italic
[Control][B]	Bold
[Control][U]	Underline
[Control][P]	Superscript
[Control][T]	Strike Through
[Control][D]	Double Underline
[Control][S]	Subscript
[Control][1]	Line Spacing 1
[Control][2]	Line Spacing 1.5
[Control][3]	Line Spacing 2
[Control][4]	Line Spacing 2.5
[Control][5]	Line Spacing 3
[Control][-]	Ruler -
[Control][+]	Ruler +

These control commands are only available while the 'Paragraph Layout...' dialogue box is being displayed and are used instead of the mouse to select options.

The first line of the 'Paragraph Layout...' dialogue box contains the name of the 'Paragraph layout' (maximum two letters) and is followed by an optional explanatory comment. To select another 'Paragraph layout' click on the arrows next to the paragraph layout name.

'Heading level' can be a value between 0 and 9. It is used by 'Hide' and 'Show' paragraphs as explained in Sections 6.5.6 and 6.5.7 and by the 'Table of Contents' generator as explained in Section (6.6.8).

The 'Default layout' button in line 2 is used to make the current 'Paragraph Layout' the default layout, ie each time [Return] is pressed this layout becomes active for the new paragraph. Only one 'Paragraph layout' can have this default attribute. If you click on 'Default layout' when another paragraph style is currently defined as default the current layout will become the default and the other style will automatically revert to having 'Default layout' set off. You can opt to have no default layout at all in which case any new paragraph that you create will have the same layout as the previous one.

The default font and style will be used unless overridden by an option from the 'Type' or 'Style' menu. Obviously only one default font can be selected while several style options can be combined.

Paragraph separation allows you to insert additional space before the paragraph. Space is inserted in all paragraphs except those that are the first paragraphs of a new page.

'Line spacing' gives the factor by which the largest font size in each line of the paragraph is multiplied to give the line spacing.

Under 'Ruler' you can change the ruler which is displayed at the top of each text window. Using the + and - keys you can select the option you wish to change from the following:

left margin 'L'

first line indent of a paragraph, ie indentation 'L'

right margin 'R'

tab positions and types of tab 'Tab'

To delete a tab set its position to 0.

To change the type of Tab click on the Tab type eg to change from 'left' to 'centred' click on the word 'left'.

To change the dimensions of Tab stops click on the dimension eg 'picas' to 'cm'.

The meaning of these options is discussed in Chapter 5 together with a description of how to change the ruler settings by using the mouse

Click on 'Delete' to delete a 'Paragraph Layout' that you no longer need.

- \* **MAKE SURE that the right margin of the ruler in a paragraph NEVER exceeds that of the 'Page Layout'.** In 'Page Layout...' you define the maximum settings for the page and in 'Paragraph Layout...' you define how the paragraph will look in relation to the page.
- \* **If you delete a 'Paragraph Layout...' any paragraph to which it was assigned will be given the default layout. For this reason, it is IMPOSSIBLE to delete the default layout. If no default is defined the first layout defined can't be deleted.**

**6.5.2 'Page Layout...'**

[Control][L][P]

or

[Control][P]

'Page Layout...' defines the position of the text on the page.

Page layout: <input type="text" value="P1"/>	
Paper length: 67 lines	Paper width: 58 picas
Left margin: 6 picas	Right margin: 5 picas
Top margin: 24 lines	TOF margin: 21 lines
Bottom margin: 4 lines	Foot margin: 2 lines
No. of columns: 1 , distance: 3 picas	
Number of lines at start 1, at end of paragraph 1	
Footnote distance: 1 lines	
Separation line length: 0 picas	<input type="text" value="Left-Head"/> <input type="text" value="Header"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	<input type="button" value="Left-Footer"/> <input type="button" value="Footer"/>

[Control][↓] Next Layout

[Control][↑] Previous Layout

[Control][D] Delete layout

[Control][F] Change Footer

[Control][H] Change Header

[Control][L] Change Left Header

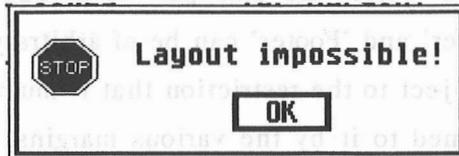
[Control][T] Change Left Footer

The above commands can be used to alter settings in the 'Page Layout...' dialogue box.

There are some limits to the values that can be entered.

**\* The maximum width of a page is 20 inches (50cm), the maximum page length is 40 inches (1 metre).**

All dimensions must be consistent with each other. For example, the total width of the left and right margins cannot be larger than the total width of the page. If you make a mistake of this kind, the following alert box will ask you to correct the faulty parameters.



For convenience, several units are available for each quantity. By clicking on a displayed unit you can switch to another one. The available units are inches centimetres and 'lines' for vertical distances (a line being 1/6 inch), inches, centimetres and 'picas' for horizontal distances (a pica being 1/10 inch).

Lines and Picas are the standard height and width of a character on a basic typewriter.

Multiple columns can be setup for a page. All columns are of the same width and are separated by the setting 'distance'. On screen you will see the columns displayed underneath one another as galleys, however on printout they will be printed next to each other.

You can select the number of lines to be kept together at the start and end of a paragraph, eg if you set these to 3 pagination will never put less than 3 lines of a paragraph on one page unless the paragraph is very short.

Headers and footers are also part of a 'Page Layout...'. Each 'Header' and 'Footer' can be of arbitrary length and content subject to the restriction that it must fit into the space assigned to it by the various margins. By clicking on the 'Header' or 'Footer' button the header or footer is displayed in the text window ready for editing or for creation. You can switch back to your main text using the 'Main Text' command from the 'Edit' menu.

Selecting 'Left-Head' or 'Left-Footer' allows you to specify a separate header or footer to be printed on left hand pages.

**\* Make sure that the size of the header or footer is no larger than the space set for it in the 'Page Layout...' otherwise it will be truncated.**

Footnote distance specifies the space between the last line of text on a page and the start of a footnote. Separation line distance is the length of the line printed between the end of the text and the first footnote. Set this to zero if you do not want a separation line.

Selecting 'Delete' will delete a 'Page layout' that is no longer needed. All documents created using this layout will be assigned the first 'Page layout' ever created which cannot be deleted.

The 'Page layout' has priority over all paragraph layouts so for example if you specify only 60 characters per line as a maximum in 'Page Layout...' but 70 in 'Paragraph Layout...' the extra 10 characters will be CUT OFF when printed. The maximum width of a line as set by the 'Page Layout...' is indicated in the ruler line by a small vertical line.

**\* If you use That's Write to best effect you should very rarely have to use more than one carriage return consecutively in your document - the insertion of space should be a feature of the Page Layout and Paragraph Layout.**

### **6.5.3 Format Paragraph**

[Control][Q]

### **6.5.4 Format Document**

[Control][F][D]

These two commands reformat your text, ie they re-arrange the words either in the paragraph in which the cursor is positioned or the whole document so that they correspond to the settings in the page and paragraph layouts.

Text is automatically formatted as you enter it. However, if you edit the text by inserting or deleting characters or change the page and paragraph layouts the text may need to be reformatted.

'Format Paragraph' will reformat the entire paragraph in which the cursor is placed. 'Format Document' will reformat the whole document.

It is not necessary to reformat your text each time you add or change text but you should make sure that the whole document is formatted before proofing otherwise the printed result may not match the screen display.

If you prefer you can leave all the formatting to That's Write by selecting 'Automatic Formatting' from the 'Options' menu. However, for text with long paragraphs this can take a considerable amount of time so you might find it easier in these cases to use the 'Format Paragraph' and 'Format Document' commands to control formatting.

### 6.5.5 **Pagination**

[Control][L][G]

'Pagination' calculates the positions in the text where a new page will begin. This is in fact part of the reformatting process and for this reason the 'Format Document' option includes 'Pagination'. However, if you use 'Format Paragraph' or 'Automatic Formatting' then, to speed up the screen refresh time, no pagination is performed. Therefore, the page breaks shown in the far left column of a text window may not always be at their proper position. Use this command if you need to know the correct page break positions.

You also have the option of having pagination performed automatically by selecting 'Automatic Pagination' from the 'Options' menu. 'Pagination' may take a few seconds for long documents so it is recommended that 'Automatic Pagination' is only used for documents with less than five pages.

#### **6.5.6 Hide Paragraphs**

[Control][L][H]

#### **6.5.7 Show Paragraph**

[Control][L][O]

These two options work in conjunction with the 'Heading level' in the 'Paragraph Layout...' dialogue.

Issuing the 'Hide Paragraph' command once stops the screen display of paragraphs with the lowest defined 'heading level'. Issuing a second 'Hide Paragraph' will suppress those with the next lowest 'heading level' etc. 'Show Paragraph' has the opposite effect. This is very useful when switching between a document viewed in detail and in outline.

A marked block of text will include all text within the block that is hidden so that it is easy to move large sections of a document.

If some of your That's Write document is hidden the current level being displayed is shown in the Info line.

### **6.5.8 Load Layout...**

[Control][L][L]

### **6.5.9 Save Layout**

[Control][L][S]

With the 'Load Layout...' and 'Save Layout' commands you can create a collection of page and paragraph layouts for each different paper size and document style that you routinely use.

'Save Layout' saves all page and paragraph layouts as defined in the current text as well as headers and footers.

Selecting 'Load Layout...' will load a layout file that you have created. The individual paragraph styles from the file are added to those already defined and replace those which have identical names. Paragraphs modified by this process are reformatted at the same time.

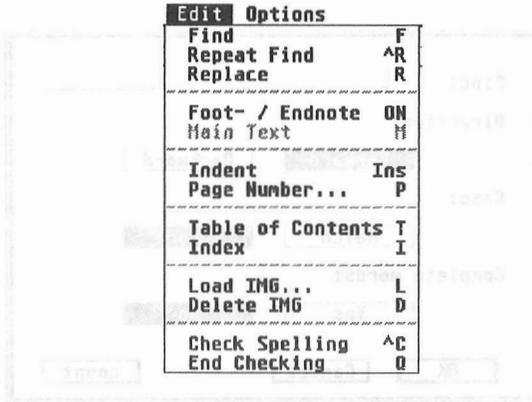
Suppose you are writing a long document and you need to print draft copies for proof reading followed by a final copy. By taking the following steps you can get a fast draft print followed by a final copy.

Begin by writing your text in a simple Pica font and printing it out onto fanfold paper without headers or footers. When you are satisfied with your document and want a final print out on single sheet paper (which may have a different size), using a proportionally spaced font for the main text and a larger font for the headings then you will only need to change the page and paragraph layouts.

This can easily be done by creating two layouts each with the same page and paragraph layout names. By modifying the 2 layouts appropriately it is both quick and easy to switch between draft and final print modes; the document is automatically reformatted to the changed style.

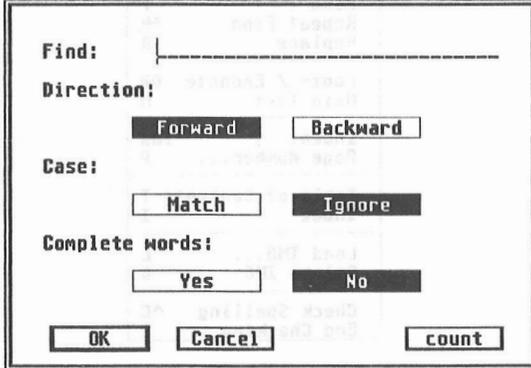
If a layout file with the name 'TWRITE.LAY' is placed in the 'TWRITE' folder it becomes the default layout and is automatically loaded whenever That's Write is started or whenever 'New' is selected from the 'File' menu.

## 6.6 The Edit menu



6.6.1 Search...

[Control][E][S]



- |              |          |
|--------------|----------|
| [Control][F] | Forward  |
| [Control][B] | Backward |
| [Control][M] | Match    |
| [Control][I] | Ignore   |
| [Control][Y] | Yes      |
| [Control][N] | No       |
| [Control][C] | Count    |

'Search...' is used to find a given sequence of characters in the text. That's Write will begin to search from the current cursor position and proceed in the direction selected.

You can choose whether upper and lower case characters are looked upon as being the same by selecting 'Ignore' or not the same by selecting 'Match'. In most cases 'Ignore' is the most suitable.

'Complete words' lets you specify whether you want to find all occurrences of the given character sequence or just complete words. In the latter case 'Match' searching for "the" will only find the word "the", while 'Ignore' will find "they" and "Athens" in addition to "the".

Unlike some other word processors That's Write treats hyphenated words as one word so you can be sure that all occurrences of the character string that you are looking for will be found.

You can make use of a Wild Card [\*] during 'Search'. This character will match to an arbitrary letter in the text eg searching for "\*e" will find "Toe" and "The" but not "Tone".

Count will give the number of occurrences of a particular word from the current cursor position either 'Forward' or 'Back'.

### 6.6.2 Repeat Search

[Control][R]

Having found the first occurrence of a string use 'Repeat Search' to find the next occurrence using the settings of the last issued 'Search' command.

\* This function works on both 'Search' and 'Replace'.

### 6.6.3 Replace

[Control][E][R]

Replace:	<input type="text"/>	
By:	<input type="text"/>	
Direction:	<input type="checkbox"/> Forward	<input checked="" type="checkbox"/> Backward
Case:	<input type="checkbox"/> Match	<input checked="" type="checkbox"/> Ignore
Complete words:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<input checked="" type="checkbox"/> Once	<input type="checkbox"/> Query <input type="checkbox"/> All
	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

[Control][F]

Forward

[Control][B]

Backward

[Control][M]

Match

[Control][I]	Ignore
[Control][Y]	Yes
[Control][N]	No
[Control][O]	Once
[Control][Q]	Query
[Control][A]	All

This command works in the same way as 'Search' except that That's Write replaces the searched for characters with other nominated characters. Insert the character string to be searched for in the first line of the dialogue and the replacement character string in the second line.

Using the 'Replace' command you can either select 'Once' which will replace only the first occurrence of the character string, 'Query' which will prompt you to optionally replace on each occurrence or 'All' which replaces every occurrence.

When you select 'Query' the cursor will stop at each occurrence of the string. Enter [Y] to replace the string or [N] to keep the old one. To cancel the replacement process type [C].

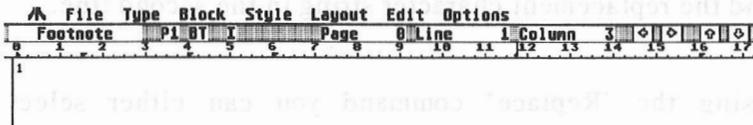
To stop the automatic replacement of 'All' occurrences, press both [Shift] keys at the same time.

6.6.4 Foot-/Endnote

[Control][F] or [Control][E]

A footnote is a reference mark placed in the text to a reference printed at the bottom of a page.

To insert a footnote at the current cursor position click on 'Foot-' in the 'Edit menu'. A blank screen will appear with the footnote number in the top left hand corner in which you can type a footnote.



That's Write automatically renumbers footnotes and automatically paginates the document so that the footnote number and its associated text fit on the same page.

An Endnote is similar to a footnote except that the text of the Endnote appears at the end of the document rather than the end of a page. To insert an Endnote into your document click on 'Endnote'.

File	Type	Block	Style	Layout	Edit	Options
Endnote	Pl	BT	T	Page	0	Line
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17				

[1]

To edit a footnote or Endnote, position the cursor immediately to the left of the footnote or Endnote and click on either 'Foot-' or 'Endnote'.

To delete either a footnote or an Endnote, position the cursor immediately to the right of the footnote or Endnote and press [Backspace].

### 6.6.5 Main Text

[Control][E][M]

Use the 'Main Text' command from within headers, footers, footnotes or endnotes when you want to return to the main text.

### 6.6.6 Indent

[Insert]

'Indent' allows you to block part of a paragraph away from the left margin. When you press [Insert] the cursor will move to the next 'Tab' stop and all text typed until [Enter] is pressed will have its left margin set at the

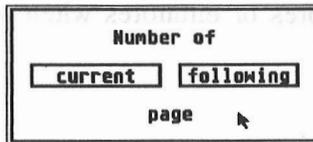
[Tab] stop. This would appear to be the same as using the [Tab] key except that if text exceeds the right margin of the 'Paragraph Layout...', text on the next line will automatically indent to where you began typing after having pressed [Insert].

eg I have pressed [Insert] after the eg at the start of this paragraph and continued typing. I shall now start a new paragraph by pressing [Enter].

This is the start of a new paragraph.

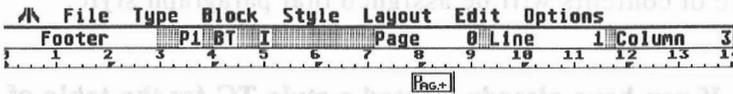
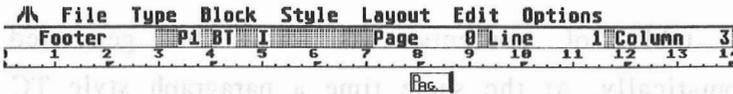
#### 6.6.7 Page Number

[Control][E][P]



This command inserts a special symbol into the text that will be replaced by the number of the page on which it is located when the document is printed. This can be used in headers or footers to print a number on every page. You can choose between numbering with the 'Current page' number or the 'Following page' number. Following page

is useful when creating documents that will have a separate front sheet and the document needs to be numbered starting with the second sheet of your document as page 1.

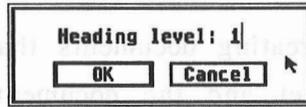


## 6.6.8 Table of Contents

[Control][E][T]

This option automatically generates a table of contents and inserts it at the end of your document.

All blocks of text marked using 'Mark Contents' from the 'Style' menu will be included in the table of contents. Additionally, you can specify all paragraph styles with heading levels above a certain level to be included in the table of contents. This option is specified when you click on 'Table of Contents' and get the following dialogue box:-



Select the lowest heading level to include in the table of contents and click on 'OK'.

The table of contents will now be generated automatically. At the same time a paragraph style TC will be automatically generated and all entries in the table of contents will be assigned that paragraph style.

- \* **If you have already created a style TC for the table of contents, mark the whole of the newly generated table of contents and click on 'From Layout' in the 'Style' menu to apply the style to the new text.**
- \* **If you want to save the table of contents at the start of your document and want page numbering to include the table of contents, first insert the appropriate number of hard page breaks at the beginning of your document then generate the table of contents and move it to these blank pages.**

- \* If you want the table of contents at the beginning of your document but want to start the numbering of your document from the first page of your text following the table of contents then set the page number offset as a negative number equal to the number of pages that you want to be left UN-numbered at the beginning of your document. (When using a negative 'Page Number offset' the printing of 'Page Number' is suppressed for pages before page 1.)

#### 6.6.9 Index

[Control][E][I]

'Index' works in a very similar way to 'Table of Contents' except that all paragraphs created by 'Index' have their paragraph style set to the default paragraph style.

- \* Experiment with table of contents and index generation before you use them in an important document. Both 'Index' and 'Table of Contents' are very powerful features which automate very complex manual operation. For optimum results their use needs to be carefully thought through when you are first planning the layout of your document. Apart from experiments, leave generating the index and

table of contents to the very last operations you perform on your document before final printout.

#### 6.6.10 Load IMG...

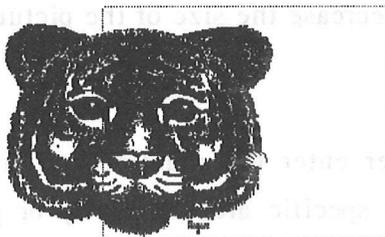
[Control][E][L]

That's Write works with pictures as well as text. Software for the Atari ST uses several different formats for pictures, That's Write will import pictures in .IMG format.

If you want to load a picture into That's Write you must first make sure that it has been converted to .IMG format.

In That's Write, a picture always takes up a complete line. When a picture is loaded it is placed at the left margin on a line immediately below the cursor.

The picture can be moved horizontally with the mouse by positioning the mouse arrow on the picture, holding the left mouse button down and dragging the picture to a new horizontal position.



To move the picture vertically use the block functions.

You can change the size of a picture by changing its resolution. First double click on the picture; the following dialogue box will appear.

Resolution (dpi):		
horizontal: 179		vertical: 183
<input type="button" value="Monitor"/>		<input type="button" value="Printer"/>
<input type="button" value="display"/>	<input type="button" value="save"/>	<input type="button" value="OK"/>

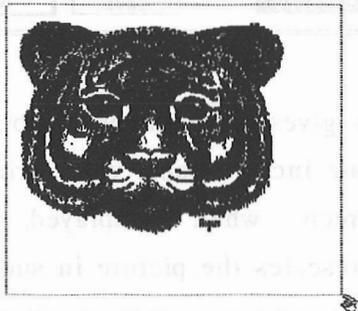
The resolution gives the number of dots of the picture that fit onto one inch of paper when printed or onto one inch of screen when displayed. That's Write automatically rescales the picture in such a way that its size remains the same on screen as when printed out. To increase the size of the picture, decrease the resolution.

Similarly, to decrease the size of the picture, increase the resolution.

You can either enter the required resolution to fit the picture into a specific area manually or you can select 'Monitor' for 90 \* 108 dpi or 'Printer' for the resolution of the currently loaded printer configuration. (The actual resolution of your screen depends on your monitor).

Selecting 'Printer' will usually give the best quality print out of your .IMG file.

You can also increase or decrease the picture's size by clicking on its bottom right corner, holding the left mouse button down and dragging the picture to the appropriate size.

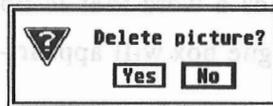


### 6.6.11 Delete IMG

[Control][E][D]

This command deletes a picture from your text. To use it place the cursor on the line above the picture, click on the drawing and the cursor will be placed automatically above the picture, then select 'Delete IMG'.

Before executing this command That's Write displays the following alert box.



The picture will only be deleted from the current document not from disk. The image can also be deleted by placing the cursor directly after the picture and pressing [Backspace].

### 6.6.12 Check Spelling

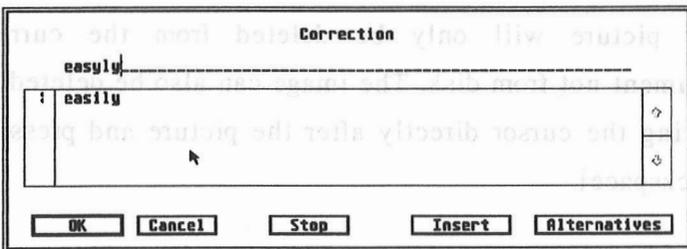
[Control][C]

'Check Spelling' will check the spelling of the words in your document against those in the dictionary from the current cursor position to the end of the document or, if a

block is marked, the words in that block. When you first issue this command, That's Write will load a dictionary into memory from disk. If the dictionary is not in the folder set in 'Preferences...' from the 'Options' menu then you will be prompted to locate the main dictionary file \*.DSK.

**\* Note that the dictionary file that is loaded must be the same language as set for hyphenation in the 'Language...' option from the 'Options' menu.**

If That's Write finds a word that is not in the Dictionary the following dialogue box will appear:-

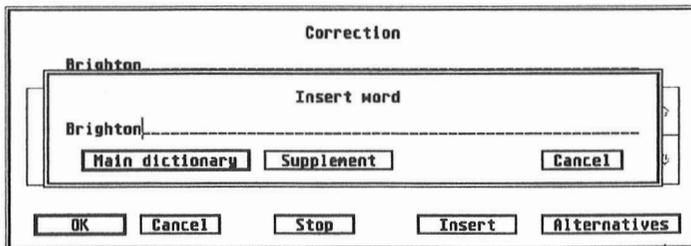


- [Control][S] Stop
- [Control][I] Insert
- [Control][A] Alternatives
- [Control][1],[2],...[6] Alternatives 1 to 6

Clicking on 'OK' will replace the original word with the one from the first line of the dialogue. 'Cancel' will leave the word unchanged and spell checking will continue.

'Stop' will leave the word unchanged and stop spell checking.

'Insert' allows you to insert the word either into the main That's Write dictionary or into a supplementary dictionary. When you click on 'Insert' the following dialogue will appear:-



**\* As a general rule it is better to insert words into a supplementary dictionary.**

Click on 'Alternatives' and That's Write will check for similar words in the dictionary that closely match the

word that has been potentially mis-spelt. You can keep clicking on 'Alternatives' and more close matches will be shown until the 'Alternatives' button becomes grey.

**\* Dictionaries are available for That's Write in many languages... if you want to purchase additional dictionary disks please call the Helpline.**

### 6.6.13 End Checking

[Control][E][Q]

'End Checking' removes the currently loaded dictionary from memory creating more space for your document, fonts or pictures.



## 6.7 The Options menu

Options		
<input checked="" type="checkbox"/>	Automatic Formatting	F
<input type="checkbox"/>	Automatic Pagination	A
<input type="checkbox"/>	Overwrite Mode	^Ins
<input checked="" type="checkbox"/>	Show IMGs	I
<input type="checkbox"/>	Immediate Checking	C
-----		
<input type="checkbox"/>	Hyphenation/Correction...	H
<input type="checkbox"/>	Preferences...	P
<input type="checkbox"/>	Language...	N
-----		
<input type="checkbox"/>	Load Macro...	L
<input type="checkbox"/>	Save Macro...	S

### 6.7.1 Automatic Formatting

[Control][O][F]

When 'Automatic Formatting' is switched on That's Write will automatically reformat each paragraph that is altered whenever you have not typed text for more than two seconds.

### 6.7.2 Automatic Pagination

[Control][O][A]

When this option is activated That's Write checks the location of page breaks every time a line is added to or removed from the text.

'Pagination' always occurs before a document is printed.

- \* Since 'Automatic Formatting' and 'Pagination' are time consuming it is usually more convenient to de-activate them when working with long documents.

### 6.7.3 Overwrite Mode

[Control][Insert]

Normally, all characters that are typed from the keyboard are inserted into the text; any text to the right of the cursor is pushed to the right. This is called insert mode and is usually the most convenient way of typing. In some circumstances however, it is more convenient if each letter typed replaces the letter to the right of the cursor. This method of entering text is called 'Overwrite Mode'. That's Write offers both modes and [Control][Insert] is used to toggle between them.

### 6.7.4 Show IMGs

[Control][O][I]

Pictures, especially large ones, take up an enormous amount of space in memory. Conversion of pictures to the screen resolution can take a long time - this is particularly noticeable when loading a document from disk that contains many pictures. That's Write gives you the option of switching the display of pictures off saving

both time and memory space, an outline of the proper picture size is displayed instead. All operations on pictures function normally except that you cannot see the contents. You can switch the display on again at any time if you wish to see the pictures again.

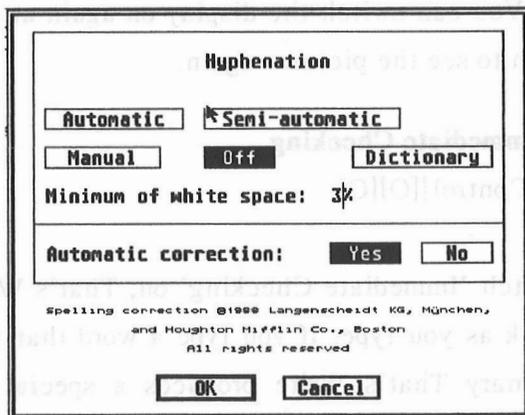
### 6.7.5 Immediate Checking

[Control][O][C]

If you switch 'Immediate Checking' on, That's Write will spell check as you type. If you type a word that is not in the dictionary That's Write produces a special tone to warn you of a possible spelling mistake.

## 6.7.6 Hyphenation...

[Control][O][H]



[Control][A]

Automatic

[Control][S]

Semi-automatic

[Control][M]

Manual

[Control][O]

Off

[Control][Y]

Auto Correction - Yes

[Control][N]

Auto Correction - No

To fill each line with a reasonable number of characters it is sometimes best to hyphenate some words depending on the nature and style of the document.

**Automatic:** That's Write hyphenates words automatically, without asking for confirmation.

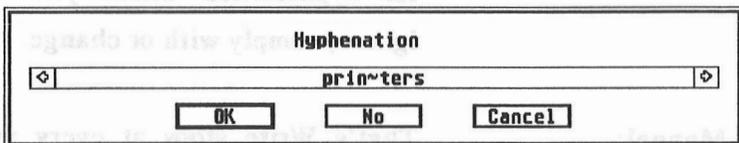
**Semi-Automatic:** That's Write suggests a position for hyphenation which you may ignore, comply with or change.

**Manual:** That's Write stops at every word that will not fit onto a line; you decide where the word should be hyphenated.

**Off:** That's Write will not hyphenate any words at all.

You can control the amount of hyphenation that occurs by specifying the minimum percentage of white space a line should have; a page usually looks best with a balance between additional white space being inserted between words and words being hyphenated. As you increase this value the amount of hyphenated words in your document will decrease and the more spacing between words will vary on different lines.

During formatting in semi automatic or manual mode, That's Write will display its suggestion for hyphenation or the last possible hyphenation position in the following alert box:



By clicking on the left or right arrows or by using [Control] and the cursor keys you can move the hyphenation point to the left or right in the word being checked. The positioning of the hyphen applies only to the word in the box; it is not used as a pattern for the position of hyphens in words of a similar size. By clicking on 'OK' the word will be hyphenated exactly as it is displayed. You can stop hyphenation by clicking on 'Cancel' or by pressing [Control][C] (the remainder of the formatting will be done without hyphenation). If you click on 'No' or press [Undo] the word will not be hyphenated and will be placed on the next line.

When 'Automatic Formatting' is activated at the same time as semi-automatic or manual hyphenation, no hyphenation is performed during 'Automatic Formatting'. If you want to hyphenate the text select 'Format Document' when you have finished typing.

Switching 'Automatic correction' to 'ON' will automatically correct simple capitalization errors as you type. For example if you type 'London' That's Write will automatically change it to 'London'.

**6.7.7 Preferences...**

[Control][O][P]

**Preferences**

Confirmations:  Yes  No

Path to external files: E:\TWBETA\WRITE\\_\_\_\_\_

Additional dictionary: E:\TWBETA\WRITE\EXTRA.USR\_\_\_\_\_

Save every 0 minutes

Commands:  1  2

Decimal character:  ,  .

[Control][Y]

Confirmations on

[Control][N]

Confirmations off

[Control][1]

Use That's Write  
command set

[Control][2]

Use Wordstar command  
set

[Control][,]

Decimal sign is a ,

[Control][.]

Decimal sign is a .

[Control][S]

Save preferences

Using the 'Preferences' dialogue box you can set some important parameters for using That's Write which can be saved to be automatically used every time That's Write is loaded. The first line of the dialogue box refers to the confirmations required for operations that may cause

irrecoverable loss of data, such as deleting text. You can switch these confirmations off, but you should only do this if you are familiar with That's Write and are not working with an important document.

The default path to external files is set automatically during 'Installation'. You can change it for special configurations eg having the main That's Write program on different disks or hard disk partitions from the external files (fonts, printer configuration files, dictionary etc).

If you set 'Save every x minutes' to 10 minutes, no matter what happens, even power failure or hardware failure you will lose no more than 10 minutes work. When working with floppy disks however, you could decide to switch this function off (by entering 0 minutes) because saving to floppy disk takes a considerable time and can be distracting.

'Commands' switches between using the That's Write quick keys setting '1' or a Wordstar like command set '2'. The Wordstar command quick keys are given in Appendix 1. The character used for a decimal varies according to local customs. You can set the decimal character used by decimal tabs to either '.' or ',' by changing the 'Decimal character'.

If you click on the 'Save' button the current preferences will be saved in a file called 'TWRITE.INF'. 'TWRITE.INF' contains the options entered in this dialogue box and the items from the Option menu. Each time you load That's Write all the options are set as specified in this file.

### 6.7.8 Language

[Control][O][N]

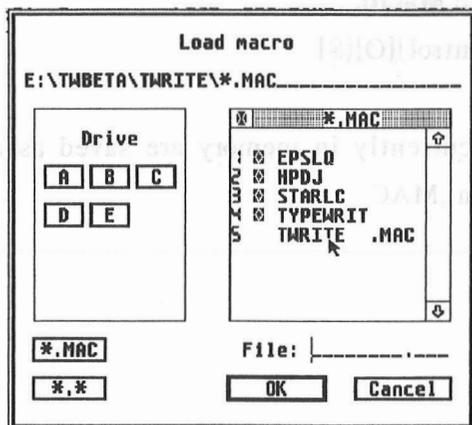
The 'Language' option sets the particular language hyphenation rules to be used for a particular document. That's Write is supplied with rules for a number of different languages.

**\* Note that if you intend to use a dictionary to spell check your document the 'Language' selected for hyphenation should be the same as the language of the dictionary.**

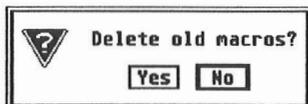
### 6.7.9 Load Macro...

[Control][O][L]

This command loads a file with the extension '.MAC', which contains one or more macros.



Select the macro file that you wish to load from the above file selector box. The alert box that follows gives you the choice of retaining or deleting any old macros:



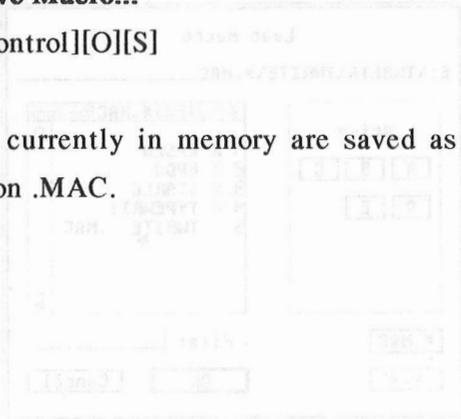
Programming and use of macros is explained in Chapter 8.

If a macro file with the name 'TWRITE.MAC' is placed in the folder 'TWRITE', it will be loaded automatically each time That's Write is started. If this file contains a macro definition for the [Esc] key this will be executed automatically.

### 6.7.10 Save Macro...

[Control][O][S]

All macros currently in memory are saved as a file with the extension .MAC.



## 7. Other Commands

Some extra commands are available via The Information Line or via the keyboard.

### 7.1 The Info line

File Type Block Style Layout Edit Options																	
new.tM	Pl	BT	I	Page	1	Line	1	Column	1	←	→	↑	↓				
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

The Info line is the line directly below the menu bar. It contains general information about how That's Write is set up.

From left to right the Info line incorporates the following fields: document name, 'Page Layout...', paragraph layout, mode indicator, caps lock indicator, heading level indicator, position of cursor (by page, line and column), and four arrows. You can change the information that most of these fields contain by clicking on them.

By clicking on the document name or typing [Control][D][N] a dialogue will be displayed giving information about the document.

Name: new.tml _____ ◊ _____ ◊ _____	
Page number offset: 0	Footnote number offset: 0
Password: _____	
Author: _____	
Comment: _____	
Creation: 07.03.91 14:51	Change: 07.03.91 14:51
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

The document file name can be changed by changing the 'Name' field. It is not possible to change the folder using this form - use 'Save as' from the 'File' menu to do this.

The next two fields allow you to chain multiple documents together such as the chapters of a book. The first of these fields indicates the preceding document and is automatically updated by That's Write. The second field, indicated by a forward arrow, indicates the next document in the sequence and this you should enter.

Once you exit this dialogue, the key combination [Control][G][+] will automatically save the current document and move to the next document. This process also automatically updates the 'Page number offset' and 'Footnote number offset' (see below for details) in the newly opened document so that when printed the separate documents have consecutive page numbers and footnotes.

Similarly, you can scroll back through the chained documents using [Control][G][-].

'Page number offset' is a number added to the current page number at print time. For instance, if you want the first page in your document to be page 23, set the 'Page number offset' to 22.

It is possible to start numbering your document with a page other than the first page as page 1. For instance you might have a table of contents occupying the first three pages of a document and the fourth page the start of your text. If you set the page number offset to -3 then page numbering will start on the fourth page of your document as page 1.

The 'Footnote number offset' works in a similar way to 'Page number offset' to control the starting footnote number of the current document.

If you set a 'Password', each time that you load a document you will be asked to type the Password before the document is displayed.

(If you do assign a 'Password' to a document there will be obvious problems if you forget it!).

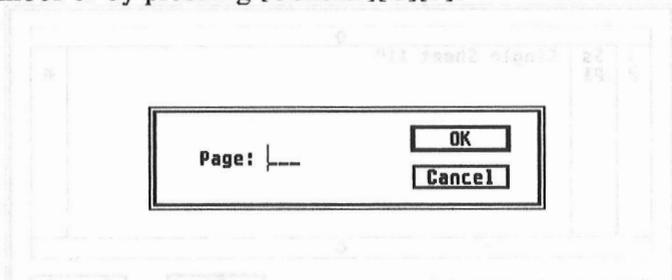
The 'Author' and 'Comment' fields are for your use only and are not used by That's Write.

That's Write automatically update the 'Creation' date and the most recent 'Change' fields.

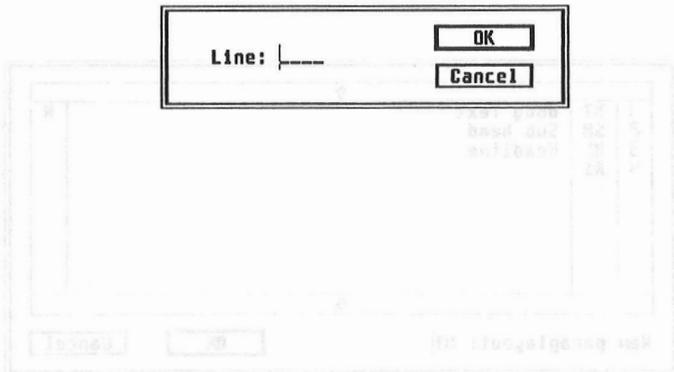


If you have marked a block of text the new 'Paragraph Layout' will be assigned to all paragraphs in the marked block and the text will be reformatted accordingly.

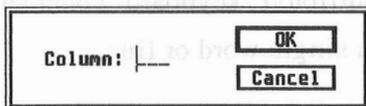
You can jump between pages by clicking on the page number or by pressing [Control][G][P].



Similarly, by clicking on the line number or by entering [Control][G][L] you can jump to a given line. Line numbers start from one on each page so with this command you can only move within the current page.



By clicking on the column number or by entering [Control][G][C], you can move from column to column.



**\* With proportional text you should remember that characters differ in width and therefore two characters that are directly above one another in the text do not necessarily have the same column number.**

By clicking on the arrows at the end of the Info line, you can scroll the text on the screen. Alternatively, use the [Shift] and cursor keys.



## 7.2 Additional keyboard commands

Not all the That's Write commands are available from the menus. The additional keyboard commands are mainly used to process a single word or line.

The cursor keys move the cursor one character to the left, right, up or down. If you press [Shift] and a cursor key at the same time the cursor will move a word left or right, or a screen up or down. Press [Control] and [↑] to move to the beginning of the text, [Control] plus [↓] to jump to the end of the text.

[Delete] has a double function. If [Delete] is pressed alone only the character to the right of the cursor will be deleted. If you press [Shift][Delete] a complete word is deleted and [Control][Delete] will delete a complete line.

The [Space bar] puts a space between words or characters in the same way that a typewriter would. During the formatting of text, That's Write uses these spaces to choose where to place line breaks and to perform justification.

Therefore a name like ATARI ST could be pulled and stretched apart or divided over two lines. To prevent this you can use the "hard space"; That's Write treats a "hard space" as an ordinary character. Press [Control] and the space bar simultaneously to activate a "hard space".

A maximum of ten positions can be marked in the text at one time and you can move the cursor to them quickly using keyboard commands. To mark a position place the cursor on it and press [Control][M][1], [Control][M][2], [Control][M][3] up to and including [Control][M][0]. Using [Control][G][1], [Control][G][2], [Control][G][3] up to and including [Control][G][0], you can jump to the relevant marked position. If you delete the text around a marked position, any marking is also deleted. When saving text markings will also be saved and will remain in place when the text is re-loaded.

Other commands:

[Control][D][T]	Inserts the current time at the cursor position.
[Control][D][D]	Inserts the current date at the cursor position.

<b>[Control][D][M]</b>	Inserts the current date at the cursor position; the month is written out as a name instead of a number.
<b>[Control][Shift][↑]</b>	Moves from the main text to header or from footer to main text.
<b>[Control][Shift][↓]</b>	Moves from the main text to footer or from header to main text.
<b>[Control][G][F]</b>	Move cursor to beginning of the next page.
<b>[Control][G][B]</b>	Move cursor to beginning of the previous page.
<b>[Control][I][I]</b>	Shows the info box which contains a copyright notice, the amount of free memory and the number of words in the document.
<b>[Control][I][1],[2],[3]</b>	Calls the accessory with the given number (works only up to

accessories following the Xac protocol.

Details of the Xac protocol are available on request).

**[Control][X]** Transposes the two letters immediately before the cursor eg it becomes it.

**[Shift][→]** Word right

**[Shift][←]** Word left

**[Control][→]** Go to end of line

**[Control][←]** Go to beginning of line

**[Control][↑]** Beginning of document

**[Control][↓]** End of document

**[Shift][↓]** Screen down

**[Shift][↑]** Screen up

## 8. Macros

That's Write has another important advantage over most other ST word processors - macros.

A macro is a collection of keyboard and menu commands which can be executed by just two keystrokes. Macros can be used for storing common phrases such as "Yours sincerely", or to automate That's Write keyboard sequences such as those necessary to set a particular paragraph style.

Every key on the keyboard with the exception of [Shift], [Control] and [Alternate] can be defined as a macro key. Macro definitions can be loaded and saved with the 'Load Macro' and 'Save Macro' commands in the 'Options' menu. If you create a number of macros and save them under the file named 'TWRITE.MAC' in the 'TWRITE' folder, they will be loaded automatically each time That's Write is started.

To begin a macro definition press [Shift][Esc] then release them and press the particular key you wish to be defined. All keyboard and menu commands issued following the nomination of the macro key will be

recorded in the macro including any errors and corrections, as well as being executed immediately. This can also include commands in dialogue boxes using keyboard short cuts. Selections of fields or buttons with the mouse are not stored. When you have finished defining your macro press [Shift][Esc] again.

While defining a macro, each character or command that is entered produces a sound to remind you that a macro is being recorded. If your monitor supports sound, it is best to turn it up when defining macros.

It is possible for one macro to call another macro; macro calls can be nested up to ten levels. Once a macro has been defined it can be activated by pressing and releasing [Esc], followed by the defined key. This results in the same sequence of key entries being executed again. Do not press [Esc] and the defined key at the same time.

The execution of a macro can be stopped at any time by holding down both [Shift] keys for a short time.

The macros entered on the function keys F1 to F10 are treated in a special way. To execute them once they have been defined you do not need to press [Esc], the function key alone is sufficient.

For advanced users of That's Write, there is the option of creating a macro loop. This is done by letting a macro call itself. When such a macro is executed, this recursive call is interpreted as a jump to the beginning of the definition. Any commands that might follow this jump are never executed.

Non-terminating macros would be a waste of time!. Therefore these loops are terminated whenever the cursor reaches the start or end of the document either by cursor movement or as a consequence of an unsuccessful search operation. This makes it possible to program a macro that will search for all occurrences of a certain word and change its style to Italic. Other advanced applications are only limited by the imagination of the user.

## 9. Printer configuration

That's Write comes with a selection of printer configurations for almost all printers in common use. If the list of printers displayed by That's Write during 'Installation' does not contain your printer, check to see if your printer is compatible with one of those listed.

If none of the supplied configurations work with your printer, call the Helpline. There may already be a printer driver available for your printer. If not, technical information is available that should help you to create your own driver.

## 10. That's Snap

That's Snap makes it possible for you to take a "snapshot" of the screen, or selected parts of it and save it in GEM Image format. Once That's Snap has been selected an Alert box is displayed where you select 'OK'. Then you need to mark the area of the screen that you want to save with a "lasso".

To do this move the mouse cross-hairs to the top left hand corner of the part of the screen that you want to save, click on and hold down the left mouse button. Move the cross-hairs to the bottom right of the screen area and release the left mouse button. As you release the mouse button you will see your selected screen area "lassoed" in a dotted square or rectangle. When you have taken your "snapshot" That's Write displays a file selector box in which you should enter a name for your image. Remember, the file name should have the .IMG suffix.

Unfortunately, many programs do not allow the use of accessories. If you wish to take a snapshot while running such a program press [Alternate], [Right Shift] and [Help] and the screen will be saved in a special buffer. On some STs, registering a few key repeats occasionally freezes the screen for a short time.

After quitting the program or after loading That's Write you can select the That's Snap accessory from the menu bar. A 'Which screen' alert box will appear offering a choice of three buttons 'Cancel', 'Current' or 'Buffer'. If you select 'Current' you enter the normal That's Snap function, if you select 'Buffer' you will be presented with the screen that was displayed at the time you operated the [Alternate][Right Shift] [Help] function. Using the mouse cross-hairs you can make an image of the screen or part screen as you prefer.

The [Alternate][Help] option is used to make a hard copy of the screen on a printer.

## 11. Keyshow

Keyshow is a desktop accessory shipped with That's Write which enables you to display on screen the way characters are assigned to different keys on the keyboard.

When you click on Keyshow from the desk accessories menu, the mapping of the currently active font is displayed. Use [Shift], [Alternate] and [Shift][Alternate] together to display all the characters in the font.

You can use the mouse pointer to point to the particular character you want to insert into your text then click on the left mouse button - the character will automatically be placed at the current cursor position.

**\* Try using Keyshow with BOX&LINE the currently active font.**

## 12. That's Select

That's Select is an alternative File Selector supplied on the That's Write Master Disks in a file FSEL.ACC. This accessory is not necessary for running That's Write. However, you can use it with other GEM programs on the ST to replace the standard ST File Selector with That's Select. Thus with other programs, all File Selector operations can be keyboard controlled.

### 13. Dictionary maintenance

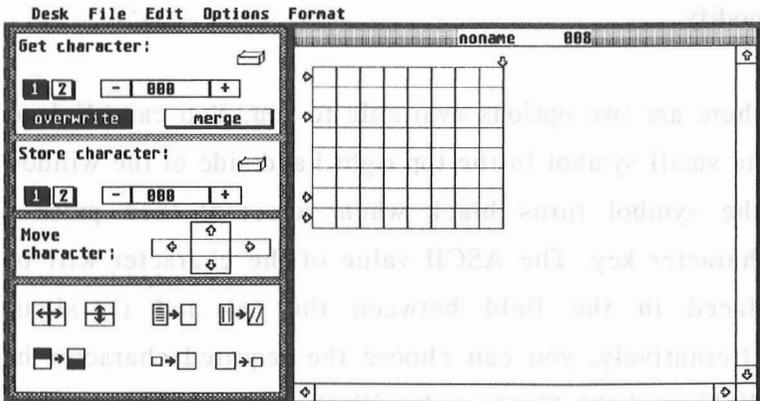
The That's Write Help program may include some dictionary maintenance functions. These are not used by versions 1.51 or later but may be necessary to access dictionary files created with earlier versions of That's Write.

## 14. That's Font

That's Write uses GEM fonts for its screen display and graphics print out. If you possess GEM screen fonts from other programs you only need to make printer fonts to use them in conjunction with That's Write.

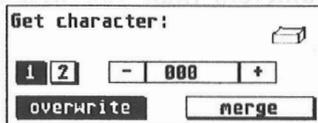
That's Font allows you to make screen fonts and fonts which can either be printed in graphics mode or down loaded to some printers. That's Font contains more functions and parameters than you will ever need to use with That's Write.

After starting 'TFONT.PRG' the following fields will appear.



In the large window to the right you will see a matrix. You can use this matrix to design your font characters. To set a point click on the left mouse button, to delete a point click on the right mouse button.

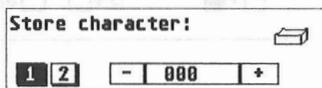
First select 'Load font 1' from the drop down file menu and load a font of your own choice from That's Write to practice on. It is easier to modify an existing font than to create a new one from scratch.



The 'Get character' command in the top left window allows you to select the character you wish to process or modify.

There are two options available to you. You can click on the small symbol in the top right hand side of the window (the symbol turns black when selected) then press a character key. The ASCII value of the character will be placed in the field between the (+) and (-) signs. Alternatively, you can choose the required character by clicking on the + and - pads with the mouse buttons.

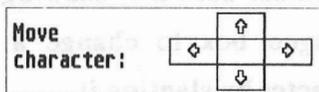
- \* If you decide to use the + and - pads to choose your character you must first deactivate the key symbol in the top right corner by entering a character from the keyboard.



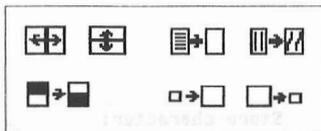
The ASCII value (decimal) and its relevant character will appear between the + and - pads. To place the character in the matrix click on the ASCII value shown.

If you place a new character in the matrix 'Overwrite' clears the matrix of any old characters. 'Merge' leaves the old characters in the matrix and places the new character over the old character.

The box beneath 'Store character' places the new character in the font. It works in the same way as the top box. 'Store character' is only used if the automatic save function is not activated.



'Move character' moves the character within the matrix via the use of the four arrow pads.

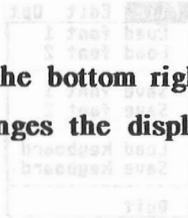


The remaining box contains six functions which can be activated by clicking on the appropriate symbol.

- a) **The symbol with the left and right arrows (top left symbol) mirrors the character in the horizontal plane of the matrix.**
- b) **The symbol (second top left) with the up and down arrows mirrors the character in the vertical plane of the matrix.**
- c) **The third top row symbol, with a full and empty pad, deletes a character. You will be asked to confirm your request before this command is carried out.**
- d) **The last symbol uses the 'skewing mask' of the 'Font Info' dialogue box to change a character into an italic character by slanting it.**

- e) The symbol with the black and white pads at the bottom left inverts a character in the matrix by turning white dots black and black dots white.

- f) The symbol at the bottom right, with the large and small pads, changes the display size of the matrix dots.



That's Font offers two additional functions:

Pressing [F9] moves the complete font one dot down in the matrix, pressing [F10] moves the font one dot up.

Pressing [F1] selects a line function. You can select the starting point of a line by pressing [F1] and then clicking on the first dot in the matrix. If you click on a second dot, a line will be drawn between these two dots.

Further commands are available via the menus in the menu list.

## 14.1 The File menu



### 14.1.1 Load font 1

This command allows you to read fonts from the disk.

### 14.1.2 Load font 2

This command allows you to load a font without the header containing the GEM information making it possible for single characters to be copied from one font to another.

- \* To load a font into 'Font set 2' you must activate the 'load data only' option if you don't the information in 'Font set 1' will be lost. It is not possible to work on two fonts separately at the same time.

### 14.1.3 Save font 1

### 14.1.4 Save font 2

Your font is now saved to disk.

### 14.1.5 Load keyboard

Up to now, you have only changed the design of the characters. You must tell That's Write which key the new character is to be assigned to. You use key tables to do this. You can load a keyboard by using this command. You only need to define a key table if the STANDARD.KEY table of That's Write does not suit your needs (eg BOX&LINE alters the decimal key pad). A special key table must have the same name as its font (eg SBOXLINE.FNT - SBOXLINE.KEY).

### 14.1.6 Save keyboard

This command saves an amended or newly made key table to disk.

### 14.1.7 Quit

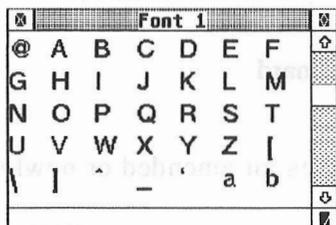
'Quit' returns you to the GEM desktop.

## 14.2 The Edit menu



### 14.2.1 Show Font

If you select this command a window will appear at the bottom left of the screen displaying all the characters of Font 1 or Font 2, depending on the selection in 'Display format'.



This window has all the attributes of a GEM window. It also has two special functions:

- a) **If you double click on a character it will appear in the matrix.**
- b) **If you click on a character once, it becomes inverse. Now press the key on the keyboard that you wish to be defined with the selected character. The relevant key table will be adjusted.**

### **14.2.2 Standard keyboard**

After modifying the keyboard table the original QWERTY keyboard can be restored by selecting 'Standard keyboard'.

### **14.2.3 Compress font**

Using a proportional font means that the characters have differing widths. During the design, you do however use a matrix that is the same width for all characters. The command 'Compress font' removes all undefined characters from the font.

- \* Please ensure that when you design a proportional font, you only select this command at the very end.**

### 14.2.4 Display format

**Display format:**

X-Factor: 001	Y-Factor: 001
X-Distance: 00	Y-Distance: 00
Font: <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="button" value="OK"/>
	<input type="button" value="Cancel"/>

As this command suggests, it only influences the current display font window. Depending on the preferences you enter here the horizontal and vertical size of the character will be modified or the distance between the characters in the horizontal and vertical plane will change.

The definitions have no influence on the font and do not work in the matrix.

### 14.2.5 Font info

**Font info**

Name: HelBo 14 \_\_\_\_\_

Number: 002    Font size: 014     **Proportional**

First character: 004    Last character: 250

Height: 027    Max. width: 030

Left offset: 004    Right offset: 010

Bold lines: 002    Underline position: 003

Lightening mask:   

Skewing mask:   

Base line: 005    Half line: 015

Bottom line: 000    Ascent line: 019

As mentioned at the beginning of this Chapter, That's Font has not been specifically designed for That's Write. Therefore some details in the 'Font info...' dialogue box have no relevance to That's Write. The important parameters are as follows:

**Name:**                                Here you enter the name of the font, as it appears in the 'Font' menu of That's Write.

**Proportional:**                        Should be inverted.

**First character:**                    Normally 4.

- Last character:** Up to 255
  
- Height:** Here you enter the maximum height of your font in points. This should include the space above the highest character.
  
- Width:** Here you enter the maximum width of your font in points. The width should be a minimum of 3 times the width of the widest numerical character.
  
- Bold lines:** How many dots a graphic font will be emboldened by.
  
- Underline pos:** How thick the underline/double underline will be
  
- Skewing mask:** This function only applies to TFONT's italic function.

**Base line:** This value decides the ground line to which all characters will be adjusted when using different fonts. The value is given in points.

**Ascent lines:** Used for the strike through text style. The lines are usually the height of the Capital E.

All other values given are of no importance to the GEM fonts that That's Write uses but are not necessary when using That's Write and they are not recognised by the screen or printer.

**\* If you change the values of the maximum width or height the processed fonts will be deleted.**

#### 14.2.6 Change keyboard table

Using That's Font you can change the definitions of the keys (eg when working with foreign languages). This is very useful when you want to use specially accented characters.

To do this follow these instructions:

- a) **Load font 1 (cg SPICA)**
  - b) **Show font 1**
  - c) **Click once on the character in the 'Show Font' window that you wish to include in the 'Key table'**
  - d) **Press the key you wish the character to be assigned to.**
  - e) **Save keyboard.**
- \* A key table has to be assigned to a font by using its name. When That's Write switches to this font the corresponding key table is used. If there is no font specific key table the 'STANDARD.KEY' table is used.**

If you load keyboard table 'STANDARD.KEY' from the 'TWRITE' folder, modify it and save it, it will affect all the fonts that do not have their own key table. Therefore, it is important that you make a backup of your 'STANDARD.KEY' file.

## 14.3 The Options menu



Both options work as switches. A tick to the left of an option indicates that it is activated.

### 14.3.1 Automatic storing

As long as this option is activated all changes in the matrix of the font will be automatically saved in RAM. The manual 'Store character' can then be ignored.

### 14.3.2 Load data only

Since you cannot normally change the details in a processed font, this function has been adopted. Using this you load only the character information not the 'header' of a GEM font containing the information about the sizes. Should you wish to change the sizes in 'Font Info' then load the characters of the font. If the font you load is smaller than the information in the 'Font Info' an alert box will ask if you want to scale up the characters.

This function makes it easy to generate a graphic printer font from a screen font. You don't have to generate the complete printer font, you only have to optimize the single characters.

Both options work as switches. A tick to the left of an option indicates that it is activated.

### M.3.1 Automatic scaling

As long as this option is activated all changes in the matrix of the font will be automatically saved in RAM. The manual 'Store character' can then be ignored.

### M.3.2 Load data only

Since you cannot normally change the details in a generated font, this function has been added. Using this you load only the character information for the 'header' of a font containing the information about the 'axes'. Should you wish to change the axes in 'Font Info', then load the character of the font. If the font you load is smaller than the information in the 'Font Info', an alert box will ask if you want to scale up the character.

Finally, That's Write has one more requirement for all character sets. The characters with an ASCII value from 4 to 31 must be used in the following way:

ASCII	Character	Purpose
4	[	Start of an Endnote
5	0	Endnote character 0
6	1	Endnote character 1
7	2	Endnote character 2
8	3	Endnote character 3
9	4	Endnote character 4
10	5	Endnote character 5
11	6	Endnote character 6
12	7	Endnote character 7
13	8	Endnote character 8
14	9	Endnote character 9
15	]	End of Endnote
16	0	Footnote 0
17	1	Footnote 1
18	2	Footnote 2
19	3	Footnote 3
20	4	Footnote 4
21	5	Footnote 5
22	6	Footnote 6
23	7	Footnote 7
24	8	Footnote 8
25	9	Footnote 9
27	-	used for hyphenation
28	##	Page number symbol (only in screen fonts)
29	K	Capital K (used for German language hyphenation)
30	k	lower case k (used for German language hyphenation)
31	-	used for hyphenation

## Appendix 1

### A1 Wordstar Command Set

#### The File menu

Open Text...	[Control][K][A]
Insert Text...	[Control][K][A]
Save	[Control][K][X]
Save as...	[Control][K][S]
Delete File...	[Control][K][J]
Print...	[Control][K][P]
Quit	[Control][K][Q]

#### The Block menu

Start	[Control][K][B]
End	[Control][K][K]
Copy	[Control][K][C]
Move	[Control][K][V]
Delete	[Control][K][Y]
Save	[Control][K][W]
Hide	[Control][K][H]
To Start	[Control][Q][B]
To End	[Control][Q][K]

#### The Style menu

Normal	[Control][P][N]
Bold	[Control][P][B]
Underlined	[Control][P][S]
Double Underlined	[Control][P][D]
Strike Through	[Control][P][X]
Italic	[Control][P][Y]
Superscript	[Control][P][T]
Subscript	[Control][P][V]

#### The Layout menu

Format Paragraph	[Control][B]
------------------	--------------

#### The Edit menu

Search...	[Control][Q][F]
Repeat Search	[Control][L]
Replace...	[Control][Q][A]
Foot-	[Control][F]

Endnote	[Control][E]
Main Text	[Control][M]
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