

TIMEWORKS[®]

User's Manual

Word Writer **ST**

with **3 Spell
Checkers &
Outliner**

For ATARI 520ST and 1040ST Computers*

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- The Contents of Your WORD WRITER ST Package
- How to Use This Manual

1 INTRODUCTION

Welcome to Timeworks' WORD WRITER ST word processing program. Whether you are a word processing novice or an experienced professional, we think you will find WORD WRITER ST to be one of the easiest programs you have ever used.

All of WORD WRITER ST's features are accessible on pull-down menus. Just move the mouse to a menu heading and the menu will appear. Use the mouse to click on any option you wish to use.

Second, WORD WRITER ST's fully illustrated manual is written in simple English and includes examples to get you on your way to fast and simple word processing. If you don't want to reference the manual as you enter text, select the HELP menu, which offers help screens on all of the features in the program.

WORD WRITER ST also includes these sophisticated features:

- Move or copy
- Search and replace
- Insert
- Delete
- Format
- Automatic word wrap
- Indent

- Tabbing
- Centering and margin justification
- Highlighting
- File merge
- Headers and footers
- Superscript and subscript
- Page numbering
- Horizontal and vertical scrolling

The Contents of Your WORD WRITER ST Package


Your WORD WRITER ST package should contain:

- 1 program disk
- 1 dictionary disk
- 1 user's manual
- 1 software registration card, which you should fill out and return to Timeworks immediately

How to Use This Manual

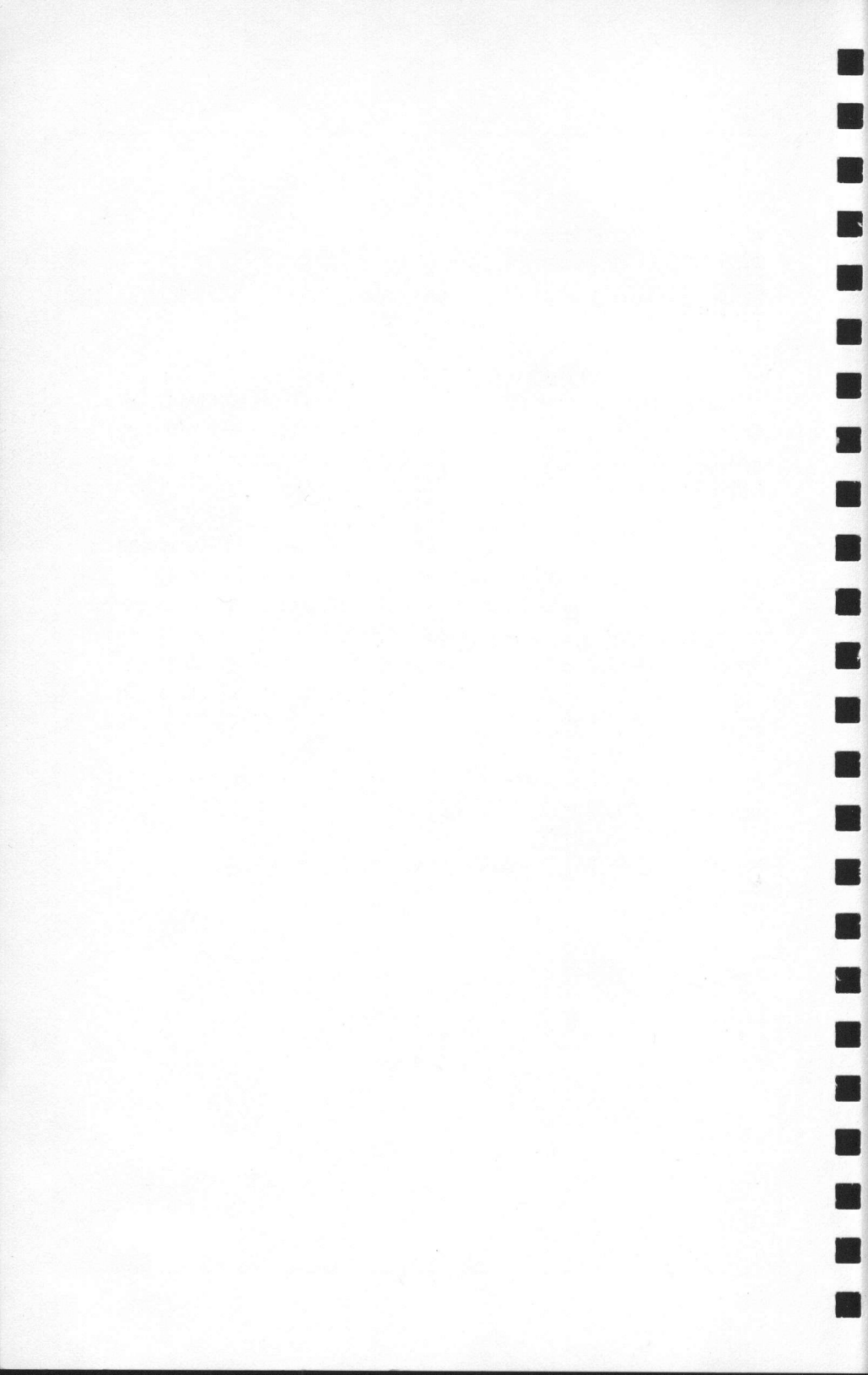
If you're like most of us, you probably can't wait to start using WORD WRITER ST to see what it can do. However, before you begin, read Chapter 2, "Getting Started" and Chapter 3, "The Quick-start Mini-manual."

As you read the manual, you will notice that the keys you're instructed to press all appear in rounded corner boxes that resemble the keys on your keyboard. Words that you are asked to type in appear in a **bold type**, selected to resemble typewriter type. The cursor, or arrow, keys will be shown like this:

. The arrow moved by your mouse is called the pointer in this manual.

Menu options which are followed by "... " indicate that, if selected, a Dialog Box will appear.

Now let's look at how WORD WRITER ST works.



- The GEM Icons and Mouse
- Making Working Copies
- Installing Your Printer in GEM
- Setting Up Your Printer to Work with WORD WRITER ST
- Installing WORD WRITER ST on a Hard Drive
- Loading the Program
- Opening the Update File

2 Getting Started

2 GETTING STARTED

The GEM Icons and Mouse

Before using WORD WRITER ST, you should become familiar with the Atari 520ST or 1040ST computer manual, which you received with your computer. That manual will tell you all about the GEM Desktop. The Desktop consists of the pictures (called "icons") that you see on your screen when you turn on the computer. Some of these icons represent your hardware, while others represent files or programs on a disk in your drive.

You can select an icon using the mouse that came with your computer. Watch the pointer on your screen move as you move the mouse across your table.

After you move the pointer to an icon, you can select that item by pressing down and releasing the left mouse button. (The right mouse button is inactive in WORD WRITER ST.) This action is called "clicking." Sometimes you can skip a step in the program by "double-clicking" the button. Double-clicking is a very quick double pressing of the button. If the icon that you double-click just reverses color, but nothing appears to be happening on your screen or in the disk drive, you didn't double-click correctly. Try double-clicking again. (You will be told in this manual when you should double-click.)

The mouse has one other function. You can use it to move, or “drag,” something on the screen. In WORD WRITER ST, you might use this function when you adjust the size of a window on your screen. We will tell you more about this later.

Making Working Copies

You must prepare at least one data disk for use with WORD WRITER ST. This process is called “formatting.” To format a disk, follow the instructions in the manual that came with your Atari computer.

To ensure that you will always have a usable copy of WORD WRITER ST, make “back-ups” or working copies of the program disks. Follow the directions in your Atari computer manual to copy the contents of the WORD WRITER ST program disks to good quality, blank, formatted disks. When you have finished copying, put the original program disks in a safe place, away from heat, moisture and magnetic interference.

Installing Your Printer in GEM

NOTE: If you are using a serial printer, you must select the Set RS232 Config. option on the Desktop's DESK menu. See your printer manual for the proper selections for the RS232 Configuration window. Take note, however, that the Xon/Xoff option should be set at Off and the Rts/Cts option should be set at On.

The Install Printer option on the Desktop's DESK menu gives you the opportunity to tell the computer about your printer. When you select this menu item, a window of options concerning your printer will appear on your display. WORD WRITER ST will ignore the first four options, but you will need to set the last two, Printer Port and Paper Type, for your printer. Consult your printer manual for the proper selections for these options. Then click on the OK box.

Next select Save Desktop on the OPTIONS menu to save your printer options on your program disk. These options will then be loaded into the computer each time you use WORD WRITER ST.

Setting Up Your Printer to Work with WORD WRITER ST

Your program disk contains a program called **WWINSTALL** that will help you set up your printer to work with **WORD WRITER ST**. This program creates a file on your disk which contains information about your printer. **WORD WRITER ST** must have this information before it can print your documents. To load **WWINSTALL**, place your program disk in the disk drive and follow these steps:

1. Use the mouse to select the icon for disk Drive A and double-click the mouse button.
2. When the disk directory appears, use the mouse to double-click on the **WWINSTALL** icon. A set of pull-down menu headings will appear on the display.
3. Select the Read option on the **FILE** menu. A Item Selector box will appear. In this box are the names of printer files we have already created and placed on your program disk. As you can see, these files are named for their respective printers.

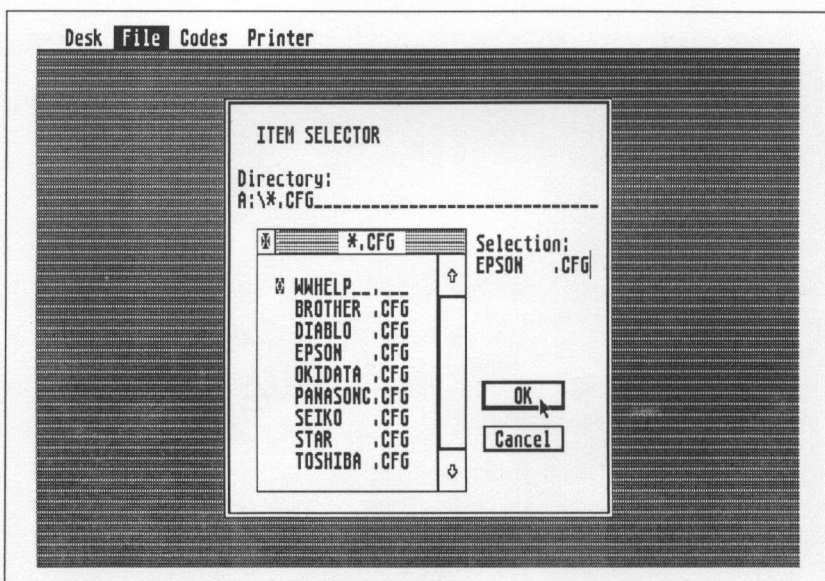


Figure 1

If your printer is represented by a file on this disk, use the mouse to select that file. If your printer is not represented, select a file that is closest to your printer (don't worry about close compatibility, though, as you will be making changes to this file). Then click on OK.

4. Now you must enter the codes that your printer uses to print the six typefaces produced by WORD WRITER ST's On-screen special text features. These typefaces are bold, italic, underlining, light, superscript and subscript. To enter the codes for your first Special Text typeface, Boldface, move to the CODES menu and select Bold. The following window will appear on your display:

2: Getting Started

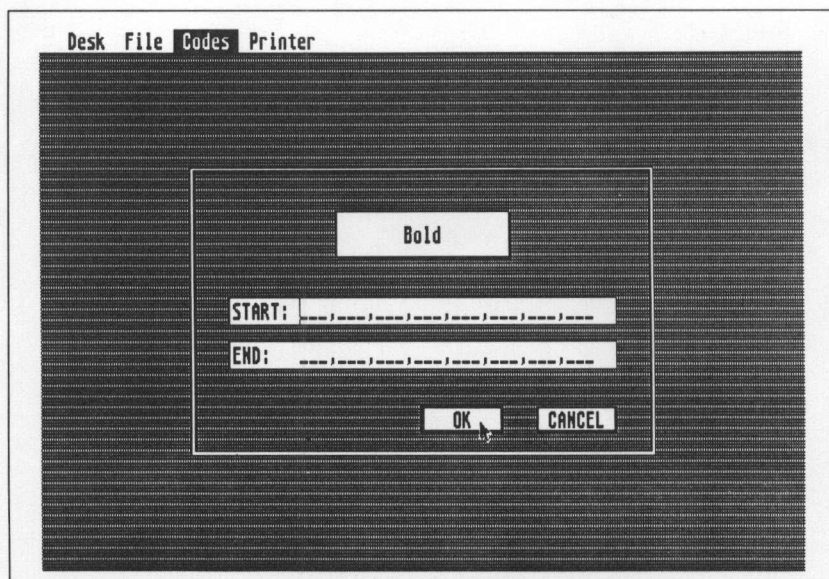


Figure 2

The cursor will be on the line titled Start. Enter the On codes needed by your printer to produce bold type. (You'll find these codes in your printer manual.) Separate each code with a comma.

Now move the pointer to the line titled End and click the mouse button. Enter your printer's Off codes for Bold type. Then click on OK.

NOTE: Consult your printer manual for the codes used by your printer. Stumped about printer codes? See Chapter 7, "Unravelling the Mystery of Your Printer," for help in reading your printer manual.

5. Repeat Step 2 for each of the other typefaces represented on the CODES menu.
6. The CODES menu includes one more option, Initialize, which you can use to enter codes for typefaces other than the Special Text group. Codes that you enter with the Initialize option will be sent to the printer at the beginning and end of every document you print. This means that all of your documents will be printed entirely in this typeface. (You don't have to enter any codes here—this option is for your convenience.)

NOTE: WORD WRITER ST contains another option, which you will learn about later, that allows you to specify a typeface for portions of your text. The Initialize option on the CODES menu gives you the opportunity to enter codes for printing entire documents with special typefaces.

Enter your codes for this option just as you entered them for the other typefaces. Then click on OK.

Now that you've entered your codes, you need to perform only a few more steps to tell WORD WRITER ST about your printer. Use the options on the PRINT menu to do so. When you select an option on this menu, a check mark will appear on the menu next to that option, indicating your choices. These choices will be taken into account when you print your document. (Your printer manual contains all of the information you will need about these options.)

- **Diablo Compatible:** Select this option if your printer is Diablo compatible.

2: Getting Started

- **Bi-directional:** If your printer is a Diablo compatible, use this option to tell the computer if it is bi-directional.
- **Use Form Feeds:** If your printer has a built-in form feed that advances the paper during printing, select this option.
- **Pause between Pages:** Select this option to feed your printer a single sheet of paper at a time.

When you have made your selections from the PRINT menu, place your data disk in Drive A. Then select Save as . . . on the FILE menu. The Item Selector box will appear. Type in the name of your printer (or an abbreviation) on the Selection: line. At the end of your file name, type a period (.) and then enter the characters **CFG**. Click on OK and your printer file will be saved on your data disk. It will be loaded into the computer each time you use WORD WRITER ST.

To return to the GEM Desktop, select the Quit option on the FILE menu.

Installing WORD WRITER ST on a Hard Drive

If you are using a hard drive, you will want to copy, or install, WORD WRITER ST and all of its files over to your hard drive, which appears as icon "C" on your screen. To install WORD WRITER ST on a hard drive, place the WORD WRITER ST program disk in your floppy Drive A. Then follow these steps:

1. Move to the icon for Drive C and double-click the mouse button. The disk directory for Drive C will appear on your screen.
2. Select the New Folder option on the FILE menu. (A "folder" is a subdirectory on your disk.) When the dialog box appears, enter a new name for this folder, such as **WORDWRITER**, and click on OK. This new folder will appear on the disk directory.
3. Double click on the icon for your new folder. A blank disk window will appear on your screen. This is actually the directory of the folder, but there are no files in this folder at the present time.
4. Move the pointer to the icon for Drive A. Press the mouse button and keep it pressed as you move, or "drag," the icon into the blank window. This action copies all of the files from your program disk, which is in Drive A, over to your hard drive.

Loading the Program

1. If you have not already done so, turn on your computer, monitor and disk drive. The Desktop icons will appear on your screen.

NOTE: To change the display colors, turn the sound off and specify the speed of the mouse button, use the Control Panel option on the DESK pull-down menu in GEM. For more information on these options, see your computer manual.

2. Place your WORD WRITER ST program disk in your disk drive (if you're using a floppy disk).
3. Move the mouse so that the pointer is on top of the icon of Floppy Disk A if you are using a floppy disk, or move to the icon labeled C if you are using a hard drive. Double-click the mouse to select this icon.
4. The disk directory of the program disk in your drive will appear on your display. Each file on your disk will be represented by an icon.

Move the pointer to the icon named WWRITER.PRG. To open the file, double-click the mouse button.

NOTE: WORD WRITER ST loads up with medium screen resolution, which will work with an 80-column color monitor. If you are using a monochrome monitor, you need high screen resolution. Select the Set Preferences option in the GEM Desktop. WORD WRITER ST cannot be used in low resolution. See your computer manual for more information about these options.

Opening the Update File

Your WORD WRITER ST program disk may include a file called Update which contains any information that does not appear in your manual. If this is the first time you have used WORD WRITER ST, it is important that you read this file before using any of the program's features. To load this file:

1. After you load the program, you will see a message about your printer. For now, simply click on OK.
2. The Item Selector box will appear on your screen and you will see the names of files on your program disk. Move the pointer to the file called UPDATE.DOC and double-click the mouse button. The document will load into the computer.
3. Please read the Update file thoroughly. It contains any changes and modifications that are not included in this manual. (See Chapter 5 for instructions on printing this file.)

- Opening the Sample Document
- Touring the WORD WRITER ST Display
- Adjusting the Size of a Document Window
- Cursor Movement
- The Scroll Bars and Scroll Arrows
- Page Breaks
- Typing in Sample Text
- Printing the Sample Document

3 QUICK-START MINI-MANUAL

Opening the Sample Document

Before we introduce you to WORD WRITER ST's display, you should load the sample document from your program disk. You can then use this document to experiment with each of WORD WRITER ST's features.

To open (load) the sample document, be sure your program disk is in the disk drive. Select the Open . . . option on the FILE pull-down menu (or press the **ALT** and **O** keys at the same time). The Item Selector box will appear on your display.

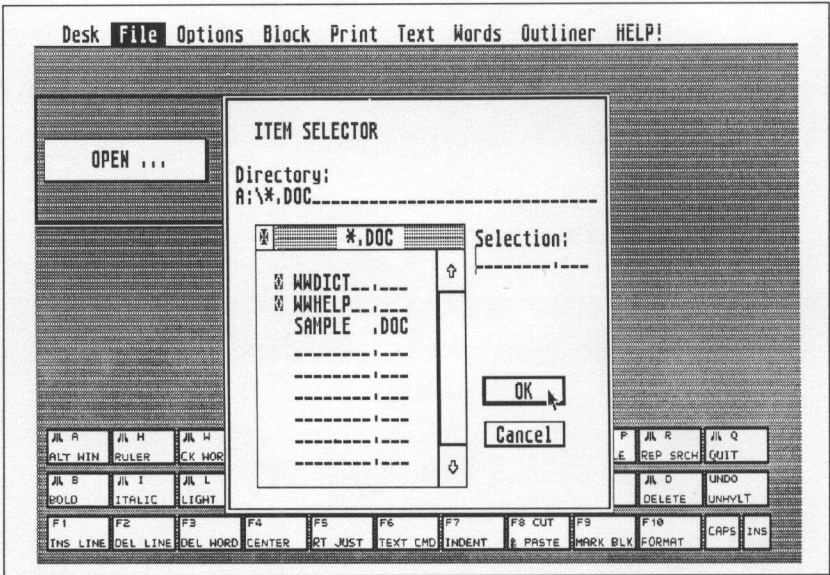


Figure 3

This box contains the names of the files on your disk. Move the pointer to the file name **SAMPLE.DOC** and click the mouse button. Click on **OK** and this file will appear in the document window.

NOTE: When you open a file, you will see a thin, vertical line in the window on your display. This is the cursor, where you will type in text. Throughout this manual, we will refer to this object as the “cursor” and the mouse’s arrow as the “pointer.”

Touring the WORD WRITER ST Display

Now that you have loaded the sample document, let's take a look at the WORD WRITER ST display.

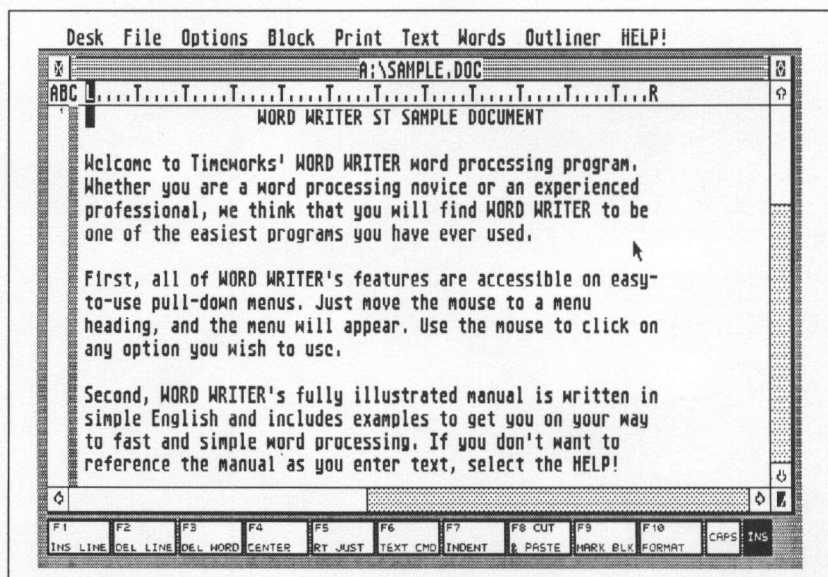


Figure 4

■ The Pull-down Menus

At the top of this display you will see the headings for the pull-down menus. Pull-down menus are easy to use. To select an option, just move the pointer to a menu heading. When the menu appears on your screen, highlight an option and click the mouse button. The option will then be available to you.

NOTE: As you work with WORD WRITER ST's menus, you will see that some menu items appear in light type while others are in boldface. The items in light type are unavailable to you at that point in the program, but they will become available at other times. For instance, the Paste option is not available until after you mark a block to be pasted and select the Cut option.

■ Changing Margins

Just below the menu headings, at the top of the document window, you will see a ruler with the letters ABC, L, T and R.

(Disregard the ABC characters for now.) The L and R stand for the left and right margins of the document. The margins for the sample document are set at 0 and 60. This means that the line length for this document is 60 characters long. While we're here, let's try changing a margin setting.

Move the pointer to the R and press the mouse button. Keep it pressed while you drag the R to the right. Stop when you get to the right edge of your screen and release the mouse button.

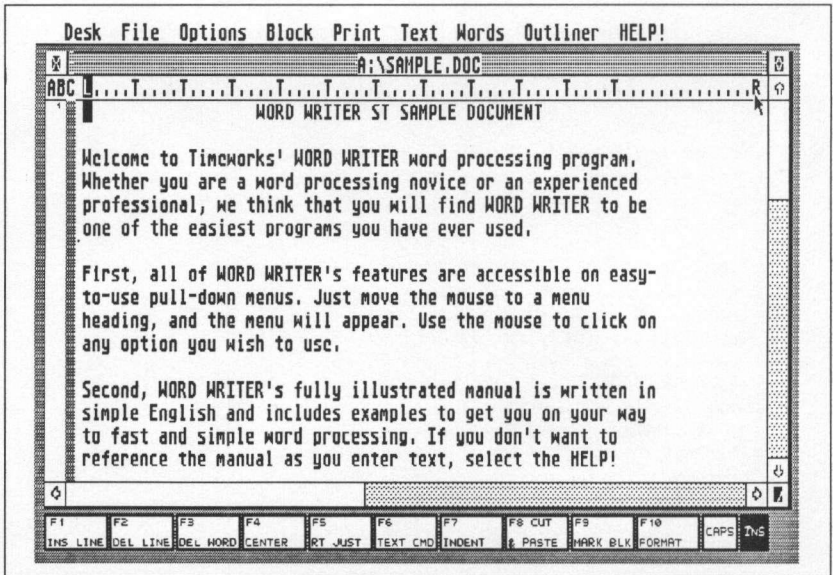


Figure 5

Now that you've changed the margin, the next step is to move the text out to the new right margin. Just press the **(F10)** key and watch the first paragraph of the sample document expand to the new line length.

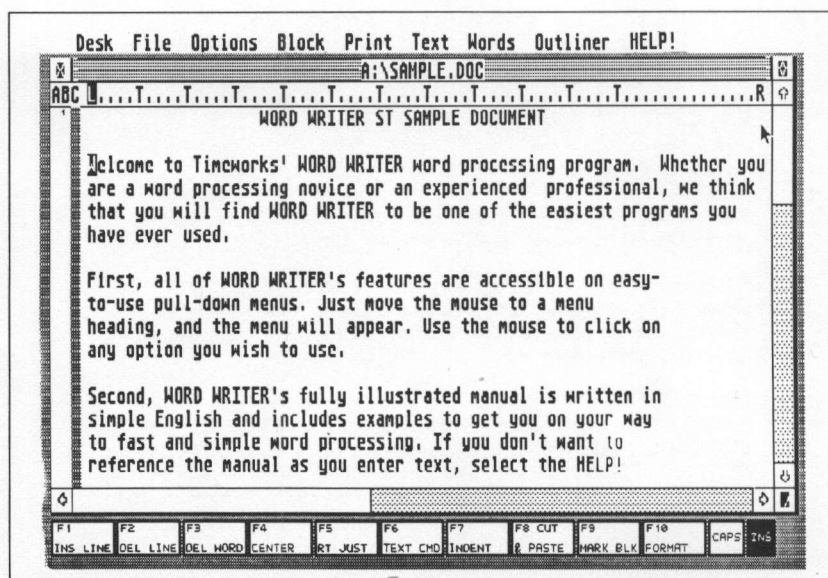


Figure 6

The **(F10)** key is the Format key. It re-aligns the right margin of a single paragraph after you change your line length or after you add or edit text.

NOTE: You can remove the ruler from your screen at any time by pressing the **(ALT)** and **(H)** keys. When the ruler disappears, you will be able to view an extra line of your text. To bring the ruler back, press **(ALT)(H)** again.

■ Setting and Clearing Tabs

The Ts in the ruler at the top of your screen denote the current tab locations. When you press the **TAB** key on your keyboard, the cursor will move to the next closest T.

Try setting a new tab location. Position the mouse pointer on a spot in the ruler. Press the mouse button and a T will appear at that point in the ruler. Press the button again and the T will disappear.

■ The Quick Keys

At the bottom of your screen, you will see a number of special keys that you can use to operate features in the program. These keys represent WORD WRITER ST's commands, which are discussed in Chapters 4 and 5 of this manual. (Don't worry about them now.)

You can use the Quick Keys at any time—either press the keys that correspond to a particular command, or use the mouse to select one of these keys on your screen. Since we've already used the **F10** key, let's see what happens when we select that key on the screen.

Move the pointer to the **F10** icon and press the mouse button. Your screen will blink as the document is formatted again.

Adjusting the Size of a Document Window

Notice how the document window covers some of the Quick Keys pictured at the bottom of your screen. You can use the mouse to make the window smaller, thus giving you a full view of all of the Quick Keys. In each corner of the window is a symbol. The symbols in the top right and bottom right corners of the border of the window allow you to control the size and shape of the window. To make the window smaller:

1. Move the pointer to the symbol in the bottom right corner of the border. This is called the "Size Box." Press the mouse button and keep it pressed. A shadowy outline of the window will appear on your display.

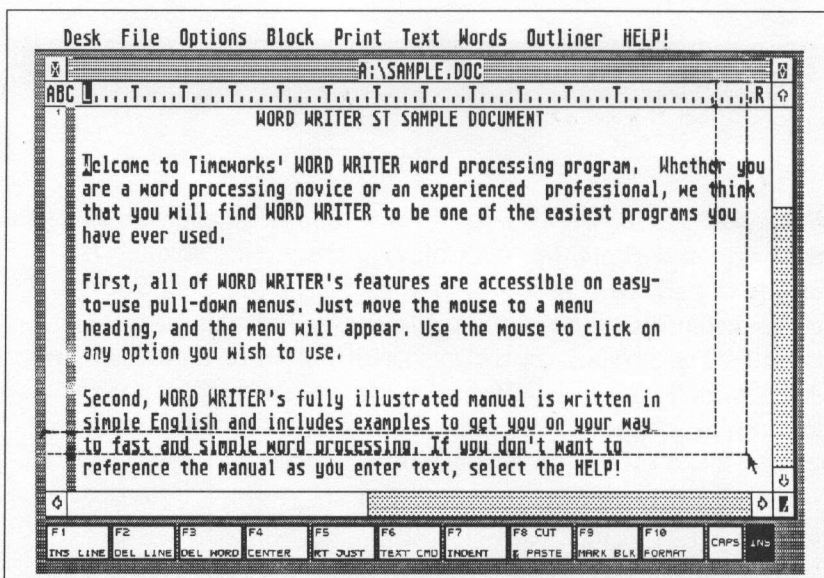







Figure 7

2. Now, move the mouse to the left and away from you, so that the outline moves inward on the screen. You are dragging the outline, making the window smaller. Release the mouse button and the window will be redrawn where you deposited the outline.


To make the window bigger, move the pointer to the symbol in the upper right corner of the border. This is called the "Full Box." Click the mouse button and the window will fill the entire screen.

Cursor Movement


When you are happy with the size of the document window, you can begin experimenting with moving the cursor through the sample document. The arrow keys () are the easiest to use and remember—they move the cursor (not the pointer) in any direction in your text. (These will not work if there is no text.) WORD WRITER ST has a few other keys that will help you move the cursor. Try using each of the following sets of keys to move the cursor in the sample document.

CTRL  Moves the cursor to the right one word.

CTRL  Moves to the left one word.

SHIFT  Moves to the beginning of a line.

SHIFT  Moves to the end of a line.

SHIFT  Moves to the top of the window.

SHIFT  Moves to the bottom of the window.

CLR/HOME Moves to the top of the document.

SHIFT
CLR/HOME Moves to the bottom of the document.

After experimenting with these keys, take a look at another method for moving through a document.

The Scroll Bars and Scroll Arrows

The right side and bottom of the window's border are called the "scroll bars." You can scroll the text in the window by dragging the white box (called the "scroll box") within the scroll bar.

For example, to move to the right in the window, you would move the pointer to the scroll box in the bottom scroll bar. Press the mouse button and keep it pressed. An outline of the scroll box will appear on your screen:

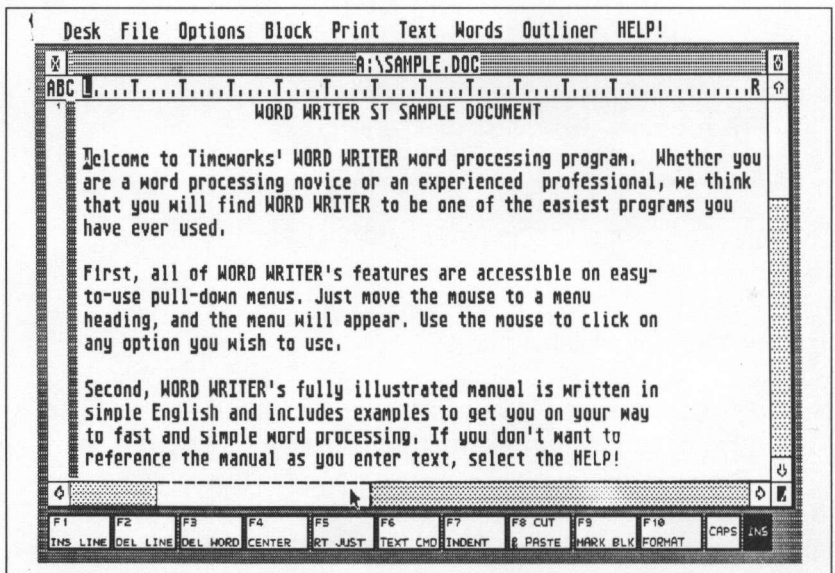


Figure 8

3: Quick-Start Mini-Manual

Keeping the mouse button pressed, move the box's outline to the right in the scroll bar. Release the button. Watch the ruler at the top of your screen move to the left, indicating that the cursor has moved to the right. Your screen might look something like this:

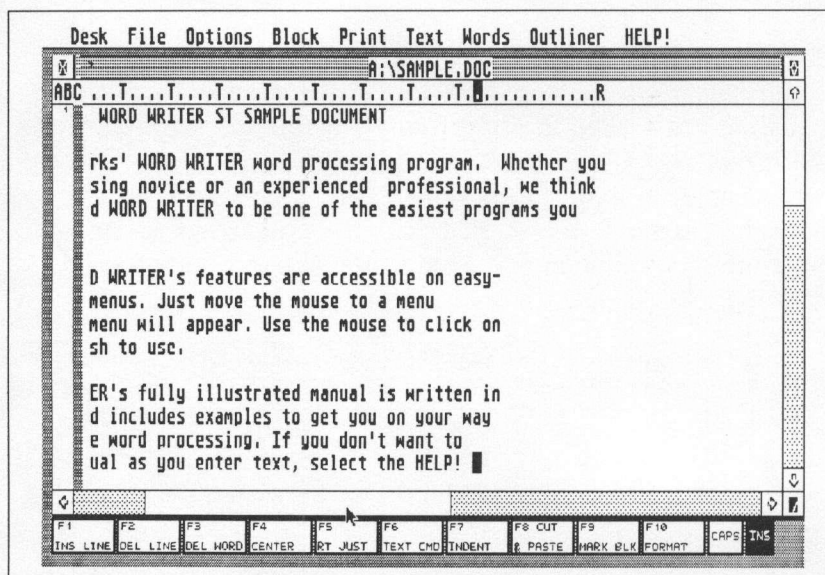



Figure 9

Try moving around the screen using the scroll bars.

Now try moving in the document using the scroll arrows. The scroll arrows allow you to scroll your text up, down, left or right. For example, move the mouse's pointer to the down arrow  in the lower right corner of the border. Click the mouse button once. The window will shift down one line. Clicking the up arrow will move the display up one line at a time.

When you click the right arrow, the display will shift to the right five spaces (or characters, if there is text in the window) at a time. The left arrow will help you move text five spaces to the left at a time.

Page Breaks

As you scroll through the sample document, you will notice horizontal dotted lines at several points in the text. These lines show where one page ends and the next begins. Beneath each dotted line in the left border of the window, you will see the page number.

Typing in Sample Text

Finally, we're going to let you type! First, you should move to the end of the sample document. Just drag the scroll box to the bottom of the right border. Repeat this process until you reach the bottom of the document (or simply press **SHIFT** and **CLR/HOME**).

Begin typing this paragraph into the computer. Watch the cursor move as you type each letter. Notice that you never have to press **RETURN** at the end of a line—the computer takes care of this for you. When you reach the end of a line as you type, your text “wraps” to the next line. This feature, called Automatic Word Wrap, is active wherever you set your right margin. In this case, you’ll see that Word Wrap works at the right edge of the screen, where the R is currently positioned in the ruler.

If you make any typing mistakes, use the **BACKSPACE** key to erase them. After you type in the paragraph above, you are ready to move on to the next section and print the sample document.

NOTE: If you are called away from your computer momentarily, you may want to use the **ALT T** keys to save your text. These keys store the current document in a file called TEMP.DOC on your disk. Each time you press **ALT T**, the current temporary file will be overwritten.

Printing the Sample Document

Before you do any printing, be sure that you have set up your printer using the instructions in Chapter 2. Then follow these steps:

1. First, use the mouse to choose the Select Printer option on the PRINT menu. A window with a list of printers will appear on your screen. Use the mouse to select your printer from this list (or select a printer that is most compatible to yours—ask your dealer or printer manufacturer about compatibility).
2. Now select Current Document on the PRINT menu. The computer will save this document on your data disk automatically.
3. A window of printing options will appear on your screen.

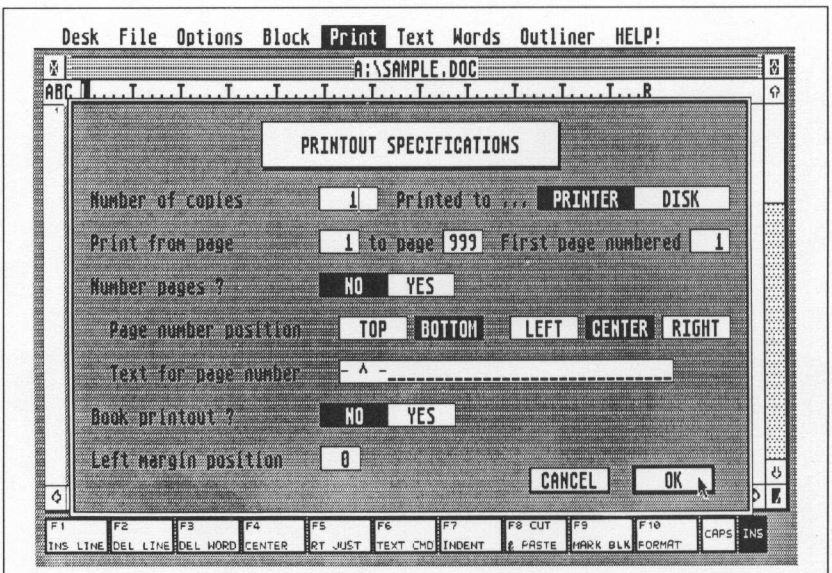



Figure 10

These are explained in detail later in the manual; for now, we will deal only with the first three options in this window.

Move the pointer to Page Number Position and click on Bottom and Center. Then move to First Page Number and enter 1. Click on the OK box in this window. The sample document will then be printed on your printer. Each page will be numbered and these numbers, starting with 1, will appear at the bottom center of each page.

Now that you have learned WORD WRITER ST's basics, let's go on to the next chapter, where you will learn how to enter your own documents using the program's more advanced features.

- 
- Typing in Your Text
 - Editing a Document
 - Saving a Document on Your Data Disk

4 Working With Your Documents

4 WORKING WITH YOUR DOCUMENTS

NOTE: Before reading this chapter, answer these questions:

1. Have you formatted at least one 3½-inch floppy disk?
2. Have you set up your printer to work with WORD WRITER ST?
3. Have you read and printed the Update file from your program disk?
4. Have you read Chapter 3?

If the answer to any of these questions is no, return to Chapter 2 of this manual before going any further.

Now that you are familiar with the basics of WORD WRITER ST, you're ready to begin typing your own document. Follow a few simple steps in this chapter and you are on your way.

Typing in Your Text



■ Opening a Document File

Before you can type in any information, you must open a file. To do so, select the Open . . . option on the FILE menu (or press the **ALT** **O** keys at the same time). The Item Selector box will appear on your display (you saw this box when you opened the sample document). This box, which usually contains the names of the files on your disk, will be empty if you have not previously opened a document. You will only be able to open a file that has a .DOC suffix after the file name.

To open a new file, move the pointer to the first blank line in the window. Type in a name for your new document followed by **.DOC** (you can also create a subdirectory by entering its name on the Directory line if you wish). Click on the OK box. You will be asked if this is a new file. Click on OK. A blank document window will appear on your display.

To open an existing file, select one of the following methods:

- Does the name of the file you want to open appear on your display? (You can use the scroll arrows on this box to move the list of file names up or down.) Move the pointer to that file and click on it. The file name will appear on the Selection line. Click on OK to open the file.

- If the file you want to open does not appear on your display, it may be stored in a subdirectory on your disk. Subdirectories are listed with a  symbol next to them. Click on a  and the files in that subdirectory will appear on your display. If you still don't find your file, click on the Close Box in the upper left corner of the file window, and you will return to the original listing. Select another subdirectory to view.
- If you would like to view all of the files on your disk, move to the Directory line and **BACKSPACE** across the characters DOC. Then enter an asterisk * so that the line contains the characters *.* and click on the Close Box. You will see a listing of all of the files and subdirectories on your disk.

NOTE: If, after viewing a directory, you switch data disks in your drive, just click on the Close Box to view the files on the new disk.

■ Setting Your Margins and Tab Locations

The ruler, which is at the top of the document window, is used to help you set your margins. The L on the ruler stands for your left margin, and the R stands for the right margin. To move these settings, use the mouse to drag the R or L to new locations along the ruler.

You will also see a number of Ts on the ruler. These are your current tab positions, which are placed at every fifth position on the ruler. When you press the **TAB** key, the cursor will stop at the closest tab location, and you can enter text. To add a new tab location, move the pointer to a spot on the ruler and click the mouse button. A T will appear there. To remove a **TAB** position, move to a T and click the mouse button. The T will disappear.

■ The Automatic Word Wrap Feature

Automatic Word Wrap allows you to type in text in a continuous stream without having to press **RETURN** at the end of a line. (The program has a default line length of 60 characters unless you change your margins in the ruler.) When you type, note that as you reach the right margin of your document, your text will wrap to the next line.

■ On-screen Special Text

NOTE: Before attempting to use the On-screen Special Text feature:

1. You must set up your printer to work with WORD WRITER ST. See Chapter 2 for more information.

2. You must enter the printer codes that will allow your printer to produce these typefaces. See Chapters 2 and 7 for information on entering these codes and consult your printer manual for the exact codes you will need. Also, be sure that your printer is capable of producing WORD WRITER ST's on-screen typefaces. If your printer cannot produce them, WORD WRITER ST cannot make it do so.
-

WORD WRITER ST offers you an important feature called On-screen Special Text. This allows you to enter text in four different typefaces: boldface, italics, underlining and light. You can also use a combination of these typefaces. Your text will appear on your screen and be printed using the typefaces you selected. To use On-screen Special Text, press two keys, the **ALT** key and a second key that corresponds to the print face you want to use:

ALT B Boldface
ALT I *Italics*
ALT U Underlining
ALT L Light

Let's say you want to type some text in boldface. (Move the cursor to the end of your document for this example.) First, press **ALT B**. Notice that the characters ABC in the upper left corner of the ruler change to bold type. Each time you select an on-screen typeface, the ABC will be displayed in the typeface(s) you chose.

Now type the word **Boldface**. It will appear on your screen in bold type. Press the **ESC** key or press **ALT B** again to turn off this feature.

4: Working With Your Documents

Now, try using two typefaces at once. Press **ALT B** and **ALT I**. Begin typing **Boldface and Italics**. These words will appear on your screen like this:

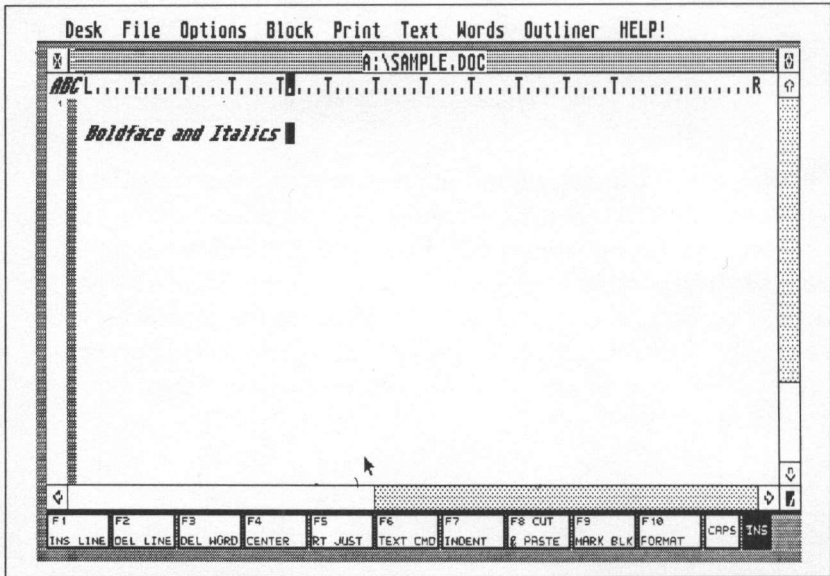


Figure 11

Just press the **ESC** key to turn off these features.

You can also use this feature on text that you have already typed into WORD WRITER ST. Just move the cursor to the first character of the text you want to change. Press **F9** to mark this text. Move the cursor to the last character of the text you want to change and press **F9** again.

Now press the keys that correspond to the typeface(s) you want to use. All of the text in the marked block will change to the typeface(s) you have selected without your having to type each character into the computer.

■ Column and Line Counter

To see where you are on the current page of your document, click on the ABC icon in the upper left corner of the document window. A column and line counter will appear showing you how far down and into the page your cursor is presently located. To return to the ABC icon, simply click on the line and column counter.

■ Superscript and Subscript

The subscript feature allows you to display text and numbers below the text line while the superscript feature displays numbers above the text line. These features will come in handy when you type footnotes. The keys to use for these special typefaces are:

ALT **+** Superscript¹
ALT **-** Subscript₂

To enter characters in either subscript or superscript, press the pair of keys that corresponds to the type you want to use. Enter the text, which will appear in the selected typeface. Press **ESC** to turn off these functions.

Editing a Document

■ The Editing Keys

Unless you are a perfect typist, you will always find a need to edit a document that you are entering into the computer. Use the following keys to work with your text.

Use the **BACKSPACE** key to erase text (just like a typewriter's backspace key) when you make an error.

Use **CTRL DELETE** to erase all text from the cursor location to the end of the line.

Use **CTRL SPACEBAR** to enter a fixed space into your text. Later, when you use the Format Text option to re-align your margins, this space will not be deleted. You may find this useful when you want to place spaces into your text for effect or when you want to separate two words with more than a single space.

■ Forced Page Breaks

WORD WRITER ST displays a page break as a dotted line. These dotted lines appear every 58 lines on your screen, and you will see a new page number in the left border of the document window.

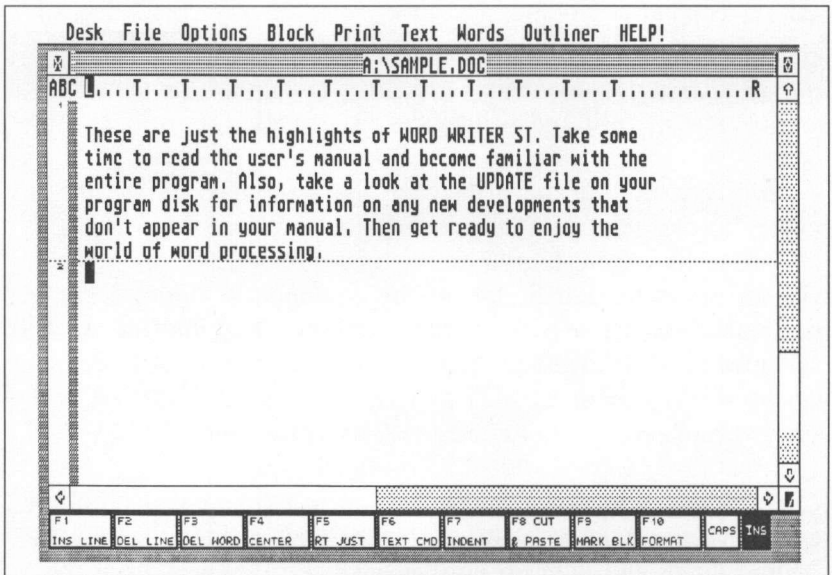


Figure 12

To enter page breaks in other locations of your document, use the forced page break feature. This allows you to indicate that the next section of text should be printed at the top of the next printer page. To enter a page break:

1. Move the pointer to the left edge of the document window where the page numbers are displayed.
2. When the pointer is on the line where you would like a page break, press the mouse button. To reverse this choice, move back to the page number and click the mouse button again. The page break will disappear.

WORD WRITER ST also contains a feature that allows you to specify blocks of text that should remain on the same page. For example, your document may contain a paragraph or table that you don't want split and printed on two pages.

To specify a block to be printed on the same page, move the pointer to the page number area (the left border of the window) and press the mouse button and keep it pressed. A small block will appear in the left border of the document window. Drag the block down in the border so that it covers all of the lines of text you want to keep together. Release the mouse button. Now, if you print this text using a PRINT menu option, this block will always be printed in its entirety on the same page.

If you change your mind and you want to unmark this block of text, move the pointer to the top of the shaded block. Drag the shading down and then up until it has been removed from the text.

■ The Function Keys

The function keys (the keys marked **F1** through **F10** at the top of your keyboard) all have special uses in WORD WRITER ST. You may want to experiment with these keys using the sample document. You can't hurt anything and it will give you a chance to get to know these important keys.

Inserting a Line

Use the **F1** key to insert a blank line in your document. Just move the cursor to the location for the line and press **F1**.

Deleting a Line

To delete a line of text, move to that line and press **(F2)**. That line will be erased and all of your text will move up one line.

Deleting a Word

To delete a word in your text, move to the first letter of the word and press **(F3)**. All text from the current cursor position to the start of the next word will be deleted.

You can also use this key to delete space at the beginning of a line (for example, to bring centered or right aligned text over to the left margin). Just move the cursor to the first column of the line and press **(F3)**. The extra space will be deleted. (If this is the first line of an indented paragraph, you can now delete the indent from the other lines by pressing **(F10)** to re-format the paragraph.)

Centering Text

To center text on a line, type in the text starting in the first column on the left of your screen and press **(F4)**. These words will be moved to the middle of the line.

Aligning Text on the Right

The **(F5)** key allows you to align a line of text along the right margin of your document. To use this function, place the cursor in the space to the left of the text you want to move to the right margin. Press **(F5)**. Your text line will be moved over to the right margin of your document.

The Embedded Text Key

NOTE: Before attempting to enter printer codes, answer these questions:

1. Have you installed your printer in GEM?
 2. Have you set up your printer in WORD WRITER ST?
 3. Have you read the printer tutorial in Chapter 7?
-

To use a typeface that is not included in the On-screen Special Text feature, such as near letter quality, you can enter printer codes using the Embedded Text key, **(F6)**.

1. Move the cursor to the left margin of the line above the text you want to print with a special typeface. Press **(F1)** to insert a blank line.
2. Type the characters **P/** followed by the printer codes you want to use. For example, to enter the printer codes to print in near letter quality type on a Star printer, you would enter

P/27,66,4

Be sure that you separate each code with a comma.

3. Press **(F6)**, and your printer codes will disappear. Instead, you will see a check mark in the left border of the document window.

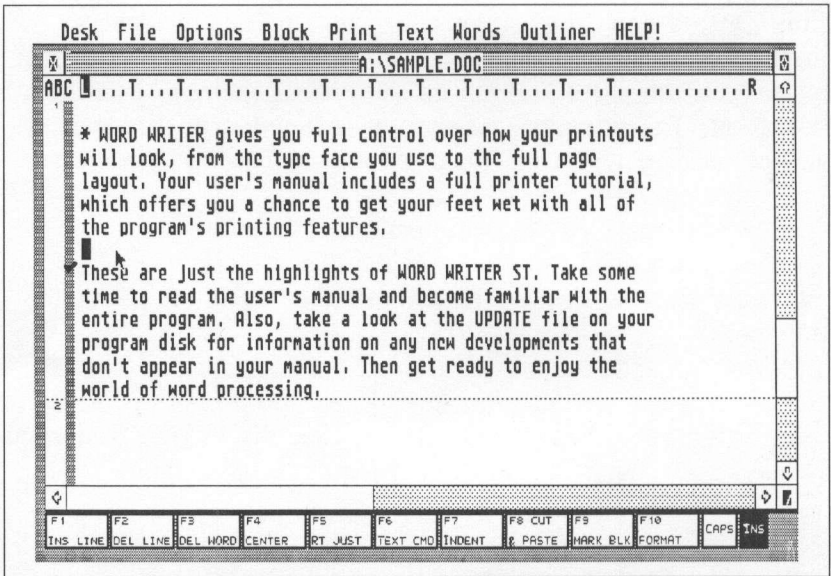


Figure 13

This check mark lets you know that you have hidden a printer instruction at that point in your document (we call this "embedded text"). To view embedded text, move the pointer to a check mark and click the mouse button. (Just place the cursor on this line and press **F6** to re-hide this information again.)

4. Now, enter the codes that will return your printer to its normal typeface after it prints your paragraph in emphasized type. Move the cursor to the blank line below this paragraph and press **F1** to insert a line. Then enter

P/27,66,5

Press **(F6)** to enter this as embedded text and another check mark will appear in the left border. After you enter your printer codes, you can use an option on the PRINT menu to print your document. The printer codes that you entered with the **(F6)** key will be used by the printer to print your text using the typeface you indicated.

To delete embedded text, move to the check mark line. Click on the check mark to display the text and then press **(F2)** to delete the line.

NOTE: You can also use this key to give the printer special information about headers and footers. See the section "Entering Headers and Footers" in Chapter 5 for more information.

Indenting Text

Use the **(F7)** key to indent text. Just type in the text to be indented. Using the ruler at the top of your screen, set a tab location for the indent. Move the cursor to the first character of the text to be indented and press **(F7)**. The text will move to the next tab location. Keep pressing **(F7)** until the text is positioned exactly where you want it.

To indent an entire paragraph, type in your paragraph. Then place the cursor on the first character of the first line of the paragraph. Press **(F7)** until this line arrives at the indent you want. Press **(F10)**, the Format key, and every line of that paragraph will be moved to the same tab location (indent) as the first line.

To delete the indent from a paragraph, move to the first column of the paragraph's first line. Press **(F3)** to delete the indent from that line. Then press **(F10)** to delete the indent from the other lines of the paragraph.

Marking a Block of Text

Several WORD WRITER ST functions require that you mark a block of text using the mouse and the **(F9)** key. To mark a small block, follow these steps:

1. Move the pointer to the first line of text in the block you want to mark. Press the mouse button and keep it pressed.
2. A square shadowy outline will appear. Drag this outline around the text you want to mark and release the mouse button. Your block will be highlighted.

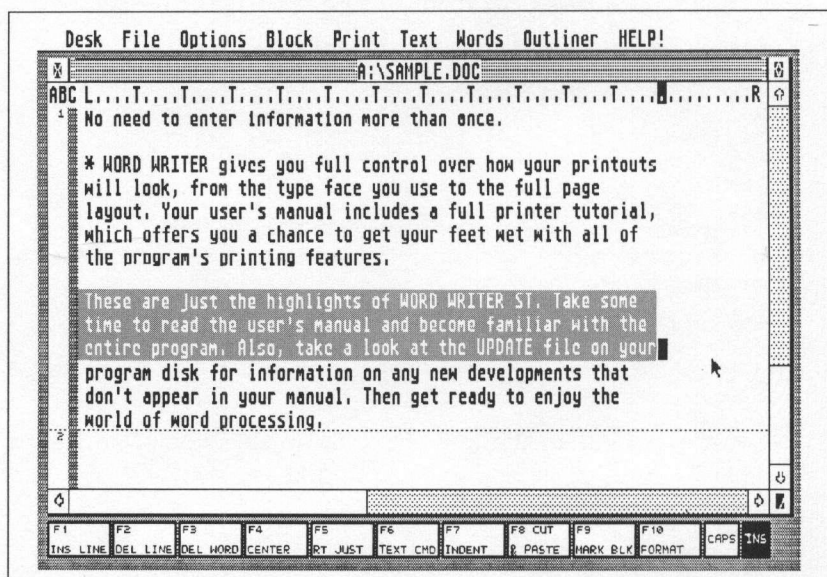


Figure 14

4: Working With Your Documents

To mark a larger block, you may want to use this method:

1. Move the pointer to the first character of the block you want to mark. Click the mouse button and the cursor will appear at this position.
2. Press **(F9)**. A small square of highlighting will appear on your screen.

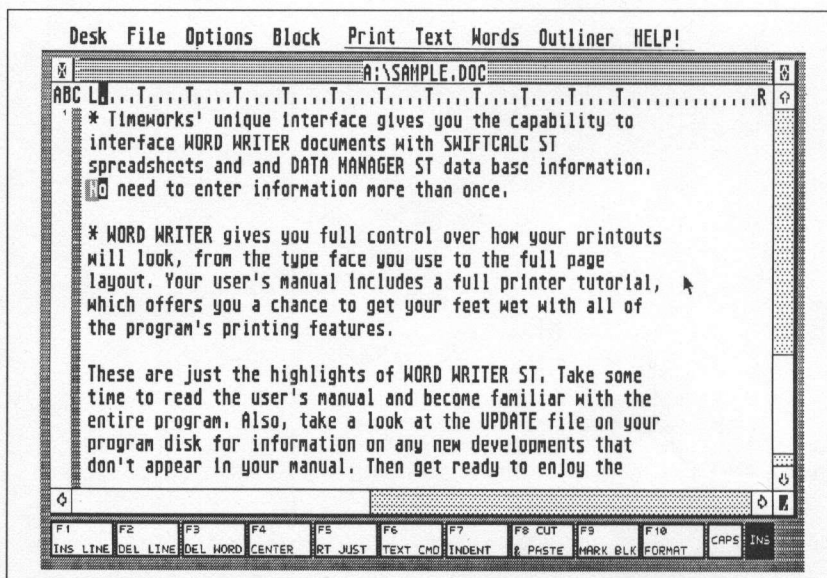


Figure 15

3. Move the pointer to the last character of the block you want to mark and click again. Press **(F9)** and the text will be highlighted.

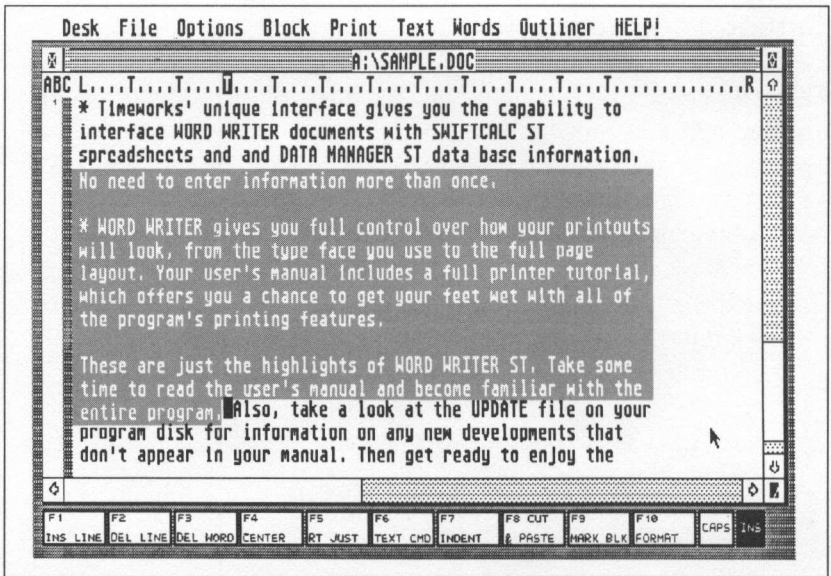


Figure 16

You can reverse Steps 1 and 2 so that the text will be highlighted backwards—from last character to first character. See “The BLOCK Pull-Down Menu” in Chapter 5 for information on the options that you can apply to a highlighted block of text.

NOTE: To remove the highlight from a marked block, press **UNDO**, or select Unset Block Marker on the BLOCK menu.

Cutting and Pasting Text

Often when editing a document, you may find the need to copy a paragraph and move it to other locations. This “cut and paste” operation is available in WORD WRITER ST on the **(F8)** key (it is also available on a pull-down menu, but we’ll tell you more about that later). To cut and paste text:

1. Mark the block of text you want to cut and paste using the **(F9)** key. (The block will not be removed from its original location.)
2. Press **(F8)**. This block of text will be stored in the computer’s memory.
3. Move the cursor to the new location for the block of text. Press **(F8)** again and the block will appear on your display in the new location. This block will remain in the computer’s memory and you can paste it in other locations.

Formatting Text

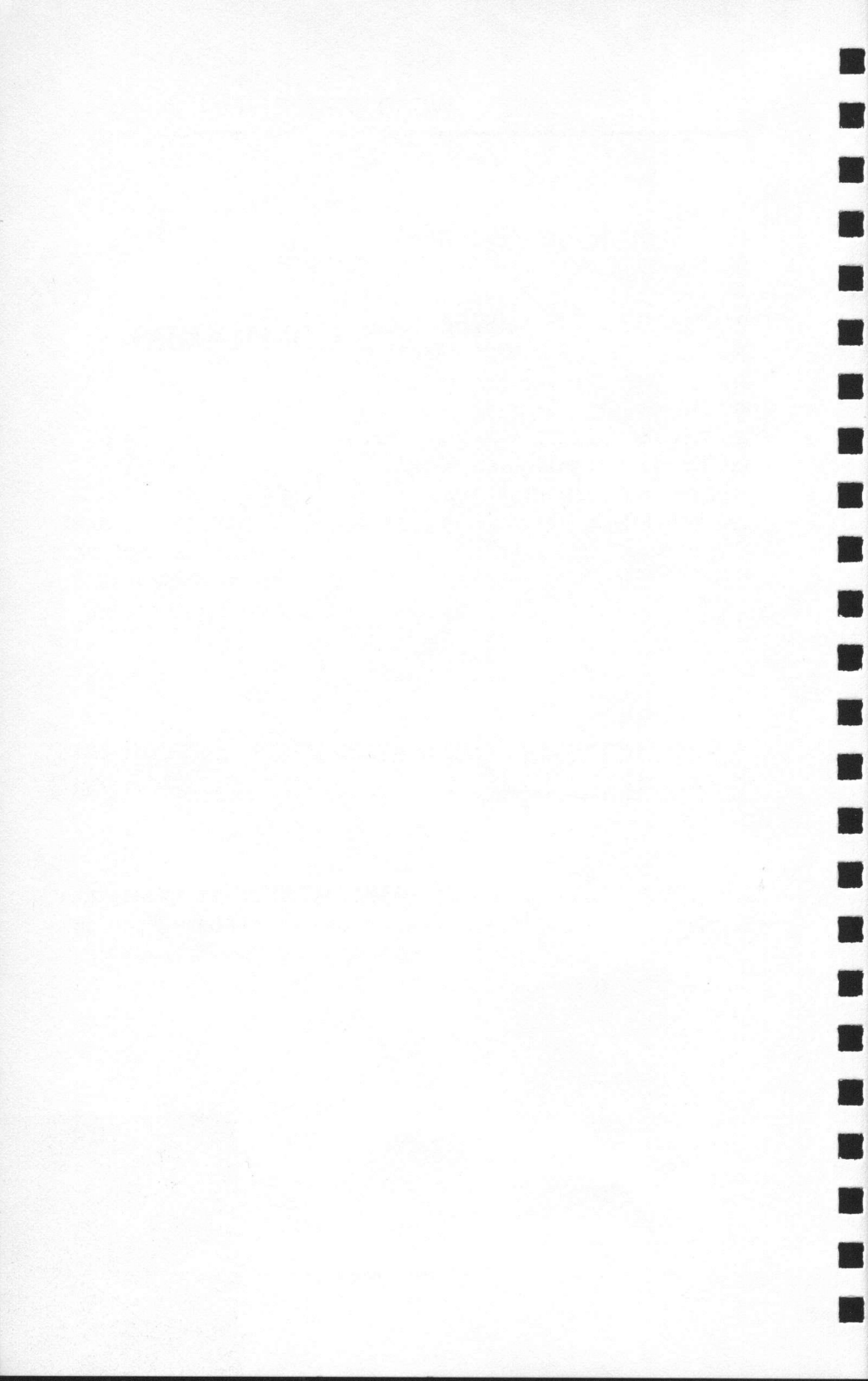
After inserting text into a line in your document, you may find that the line stretches past your right margin. To re-align your margins from this line to the end of the paragraph, move the cursor to the beginning of the paragraph and press **(F10)**. WORD WRITER ST will re-align the text in this paragraph so that it conforms to your margins.

NOTE: The **(F10)** key formats only a paragraph at a time. To format an entire document at once, select Format from the OPTIONS menu (see Chapter 5).

Saving a Document on Your Data Disk

After typing in your document, you should store it on your data disk for safekeeping. WORD WRITER ST contains three options that allow you to save a file on disk, and these are all explained in Chapter 5. The simplest and most used of these options is simply called Save. To save a file, place your formatted data disk in the disk drive. Select Save on the FILE menu. The document that is currently in the computer will be saved on your disk under the name that appears at the top of the document window. If you try to store a document with a name that you have already used for a document on your disk, the old file will be overwritten.

- The DESK Pull-down Menu
- The FILE Pull-down Menu
- The OPTIONS Pull-down Menu
- The BLOCK Pull-down Menu
- The PRINT Pull-down Menu
- The TEXT Pull-down Menu
- The WORDS Pull-down Menu
- The OUTLINER Pull-down Menu
- The HELP! Pull-down Menu



5 WORD WRITER ST'S COMMANDS

NOTE: As you work with WORD WRITER ST's menus, you will see that some menu items appear in light type while others are in boldface. The items in light type are unavailable to you at that point in the program, but they will become available at other times. For instance, the Paste menu item is not available until after you mark a block to be pasted and select the Cut option.

The DESK Pull-down Menu

The DESK menu contains the WORD WRITER ST introductory display, which includes the program version number. If you need to contact our Customer Support Help Line, consult this screen first to find the version number. Please have it ready when you call.

The FILE Pull-down Menu

When you select the FILE menu, you will see the following options:

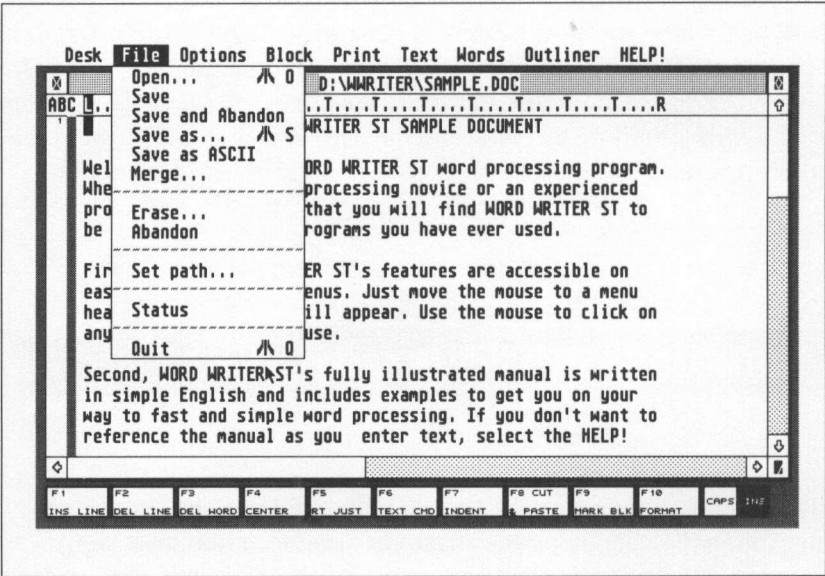


Figure 17

The letters next to the Open... and Save as... options are the Quick Keys that you can use to access these options without calling up the menu. The Alt stands for the **ALT** key, which you must press at the same time as you press the **O** or **S** key when calling up one of these options.

The FILE menu options allow you to work with the files on your data disk, so be sure that your data disk is in the disk drive before you select a FILE menu option. Let's take a look at each of these options.

■ Opening a File **ALT O**

Remember how to open a file? To review the instructions for this option, see Chapter 4.

Moving Windows on Your Screen

You can open up to four documents at a time, and they will all appear as separate, overlapping windows on your screen. You can then choose which of the documents you want to work with by moving the pointer to any position in that window and pressing the mouse button. The chosen document will appear on top of the others. (Some of the others may seem to disappear from your screen, but this is only an illusion. They are now behind the document you chose to view.)

To view a document that is behind another, you can do one of three things. First, you can actually drag a window to a new position on your screen (so that you can view what is behind it) by placing the pointer on the Move Bar at the top of the window, like this:

5: WORD WRITER ST's Commands

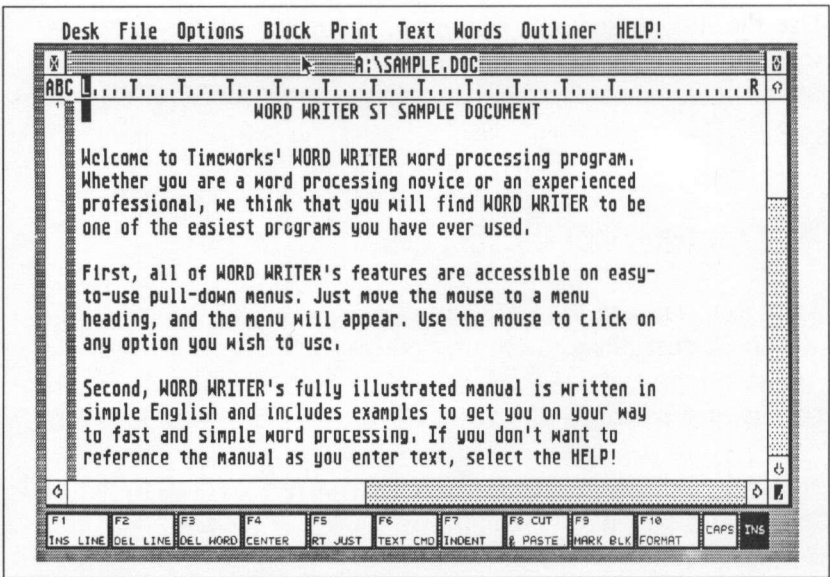


Figure 18

Press the mouse button and keep it pressed. An outline of the window will appear. Using the mouse, drag the outline to a new location on your screen and release the mouse button. The window will appear in its new location, and you will be able to see all or part of the windows that were behind it.

Your second choice is to remove, or "close" a window. The symbol in the upper left corner is called the "Close Box," which allows you to remove a window from your display without saving the text in the window. However, to avoid accidental erasure, you will be prompted to make sure this is really what you want to do.

Use the mouse to select the window to be removed. Then move the pointer to the Close Box of this window. Press the mouse button and the window will be removed from your screen.

NOTE: To save a document before removing the window, use the Save or Save and Abandon options, which are discussed on the following pages.

Last, you can use the **(ALT)** and **(A)** keys to move between windows. Just place the pointer on the window you want to work with and press **(ALT)(A)**. That window will now be moved on top of the other window(s) on your screen and you can begin entering or editing text.

■ Saving a File

Select the Save option to store your document on your data disk. The document will be stored under its current name (the name appears at the top of the document window). If you try to store a document with a name that you used for an existing document on your disk, the old file will be overwritten.

WARNING! To guard against losing your document due to equipment or disk problems, be sure to save it on your data disk at regular intervals.

■ The Save and Abandon Option

This option allows you to save a document and then erase it from your computer. Just select Save and Abandon. The document will be saved on your disk under the name you gave it when you first opened this file. It will then be erased from the computer's memory.

■ Renaming Files before Saving

The Save as . . . option allows you to change the name of your document before you save it. After you select the option, enter a new name for the file in the computer. Click on the OK box or press **RETURN**, and the document will be saved on your disk under its new name.

If your disk already contains a file with the name you entered, the old file will remain on your disk, but the computer will change the file extension to .BAK (for back-up). The new file will also be saved on your disk under this file name, but with the extension .DOC.

■ Saving Files as ASCII Characters

WORD WRITER ST document files contain some non-standard ASCII characters. Normally, you don't need to worry about this, because it will not affect your use of the program. However, if you plan to use WORD WRITER ST files in a telecommunications program, you must save your files in standard ASCII characters. To do so, select Save as ASCII on the FILE menu. Enter a name for this file, click on OK, and the document will be saved on your disk.

■ Merging Files

Use this option to merge a file on your data disk with a document that is currently in the computer's memory. To merge files, move the cursor to the position in your document where you would like the new text inserted. Select the Merge... option on the FILE menu.

When the Item Selector box appears, use the mouse to select the file you want to merge and click on OK. It will then be placed in your current document at the location you indicated.

■ Erasing a File from Your Data Disk

Use the Erase... option to delete obsolete files from your data disk. After you select this option, the Item Selector box will appear. Use the mouse to select the file you want to erase, click on OK, and that file will be removed from your disk.

■ The Abandon Option

When you are finished working with a document, select this option to erase it from the computer's memory. Be sure you have saved the document on your data disk before you use this option. (Remember that you can also abandon a document by clicking on the Close Box in the upper left corner of the document window.)

■ Speedier Access to Features

We call it Set Path, borrowing from the language of the IBM world, and it works like a road map to your files. This is how it works. When you select the Set Path... option on the FILE menu, you will see a dialog box titled Set Path Names.

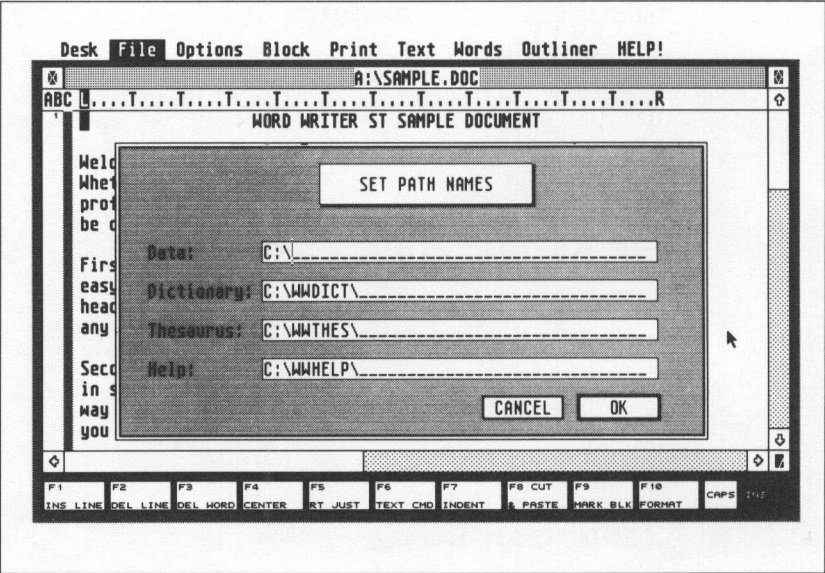


Figure 19

Organize your folders and files so as to group together those you use jointly most frequently. Set Path tells your computer the route to these files and folders. For example, you are intending to place your data files, WORD WRITER ST documents, form letters, and address lists on a root directory of the C drive. You want to keep the WORD WRITER Dictionary and Thesaurus in their own separate folders, and you want Help files in the WWHELP folder on Drive C. You have a hard drive, as indicated by the C: so you have plenty of room for holding all these files in the same place. If you have one or two floppy drives, you may need to set some of your paths to the A Drive and some to the B.

■ Finding the Status of Your Document

Select Status to view information about your computer and the current document. This information includes the number of pages, lines, words and characters contained in your document. (Characters are expressed as a number of bytes, with 1K representing 1,024 bytes.)

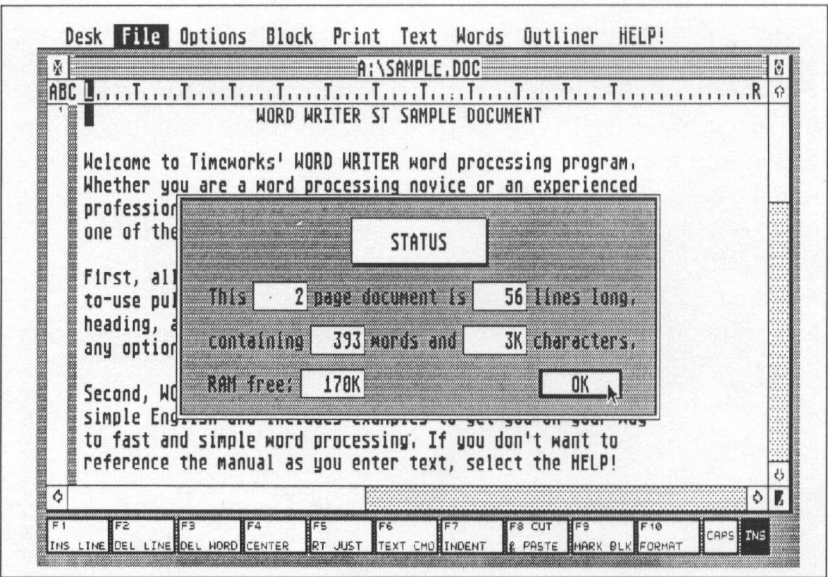


Figure 20

■ **Exiting WORD WRITER ST**

Use the Quit option to exit WORD WRITER ST and return to the GEM desktop. Be sure to save all your documents before you select this option.

The OPTIONS Pull-Down Menu

When you select the OPTIONS menu, you will see the following items:

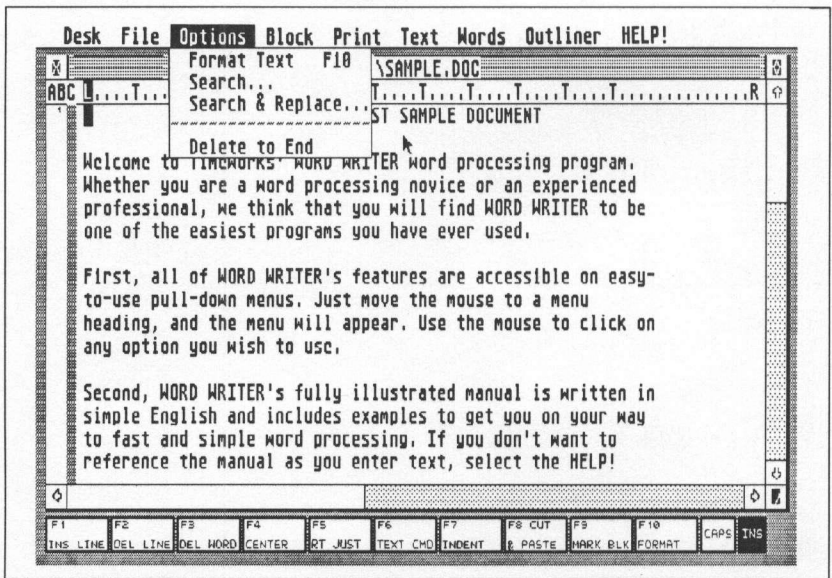


Figure 21

Let's take a look at each of these options.

■ Formatting Text **(F10)**

Remember the **(F10)** key? It allowed you to reformat a paragraph in your document after editing text. The Format Text option differs just a bit in that it allows you to choose whether you want to format a single paragraph or your entire document. (If you want to format a single paragraph, be sure that the cursor is located in that paragraph when you select this option.) After you call up this option, a dialog box will appear. Select Paragraph or Document by clicking on the OK box.

■ Searching in Your Text

Use the Search . . . option to tell the computer to search through your document for a phrase, word or word fragment. When you select this option, a dialog box will appear.

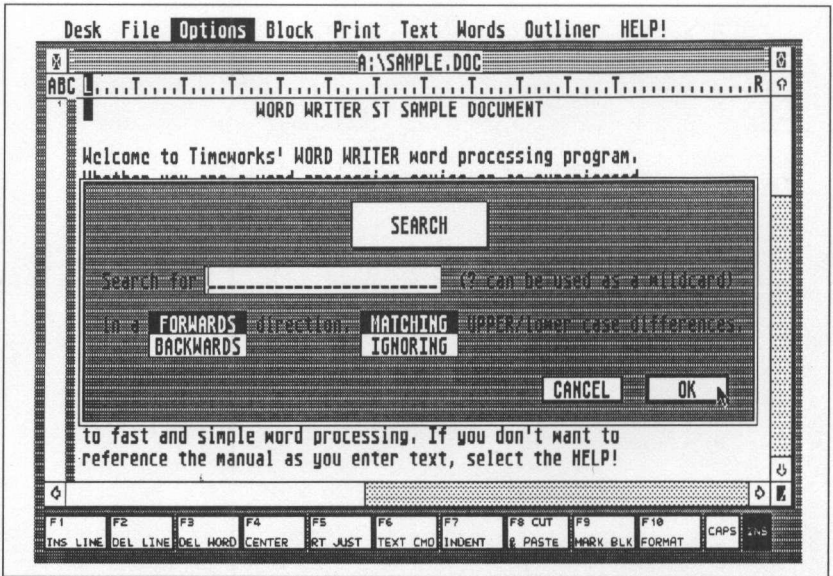


Figure 22

To perform a search, follow these steps:

1. Enter the characters you want the computer to search for. You may use a question mark as a wild card. For example, if you entered **friend?**, the computer would look for "friend" and any other words that begin with friend, such as "friends" and "friendship." DO NOT press **RETURN**.
2. Now use the pointer to select either Forwards or Backwards. The search will begin at the cursor location and proceed in the direction you select.

3. The next selection is the Matching/Ignoring box. If you select Matching, the computer will look for the word in exactly the form you entered it-capital letters, lower-case letters or a mixture of both. If you select Ignoring, the computer will ignore upper-case and lower-case letters, searching for the word everywhere that it appears.
4. Click on the OK box. The dialog box will disappear and the search will begin. If the computer finds a match for the characters you entered, it will place the cursor at the end of that word. You can then make changes.

To continue a search, press the **(ALT)** and **(R)** keys. The cursor will move to the next occurrence of the characters you entered.

NOTE: The computer always begins a search from the point where the cursor is located when you select the Search... option.

■ Searching and Replacing Elements in Your Text

This option works much like Search..., except that you can tell the computer to replace one set of characters with another. After you select this option, you will see a dialog box.

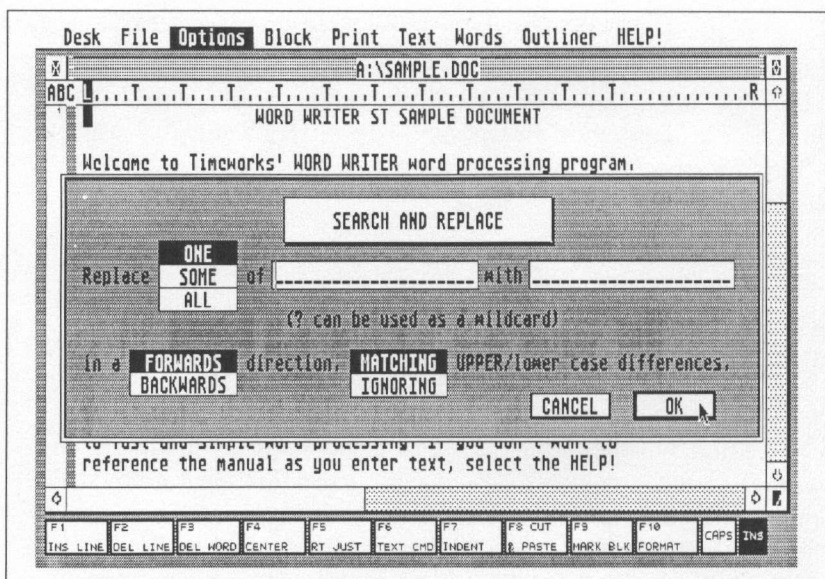


Figure 23

In the One/Some/All box, select One if you want to replace the search item in the first place it appears, Some for several places, or All for everywhere. (If you select Some, the computer will stop each time it finds the search item. You will be asked if you want to replace the item there. If not, you can move on to the next location.)

Now fill in the characters to search for and the new characters that will replace them. Make selections for Forwards/Backwards and Matching/Ignoring as you did when you used the Search... option. Click on the OK box. The computer will perform the search, and when it finds the first characters you entered, it will enter the new characters. You can then make changes, if you wish.

To continue a search, press the **(ALT)** and **(R)** keys. The cursor will move to the next occurrence of the characters you entered.

NOTE: The computer always begins a search from the point where the cursor is located when you select the Search and Replace... option.

■ Deleting Text up to the End of Your Document

This option will delete text from a point in your document to the end of the document. Place the cursor just above the text you want to delete. Select Delete to End of Text. You will be asked to confirm that this is what you want to do. Click the OK box and all text will be deleted from the cursor location to the end of your document.

The BLOCK Pull-Down Menu

When you select the BLOCK pull-down menu, you will see the following items:

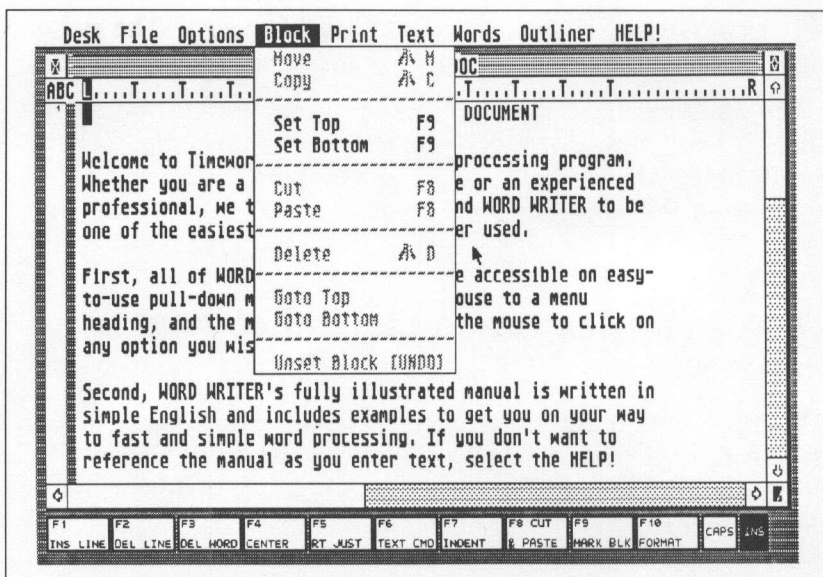


Figure 24

The options on this menu require that you “mark” a block of text. You can then use these menu items to work with that block. Let’s take a look at the options on the BLOCK menu.

■ Marking a Block of Text (F9)

The Set Top and Set Bottom options on the BLOCK menu are used to mark text. They operate just like the (F9) key. To use these options, move the cursor to the first character of the block you want to work with and select the Set Top option. Then move the cursor to the last character of the block and select the Set Bottom option. The block will be highlighted and you will be able to use the BLOCK options on the text you have marked.

■ Erasing a Block Market **UNDO**

After you have highlighted a block, you may decide you do not want to work with that block. To remove the highlight, select Unset Block Marker or press the **UNDO** key, and the highlighted text will return to normal.

■ Moving Text **ALT M**

The Move option allows you to move text from one part of your document to another. Just mark the block you want to move using the instructions above. After the block is highlighted, move the cursor (not the pointer) to the new location for the block. Select the Move option and the block will be moved to the new location.

■ Copying Text **ALT C**

The Copy option allows you to duplicate a block of text anywhere that you'd like in your text. Mark the block of text you want to copy. Then place the cursor (not the pointer) at the location for the duplicate block of text. Select the Copy option and the text will be copied to the new location (the original text will remain unchanged).

NOTE: If you will be copying a block of text to several locations, you should use the Cut and Paste options, which are explained below.

■ Cutting and Pasting Text **(F8)**

You may remember reading about cut and paste when we discussed the function keys. The Cut and Paste options on the BLOCK menu achieve the same result as the **(F8)** key alone, but the steps are just slightly different:

1. Use the **(F9)** key or the Set Top and Set Bottom options to mark the text you want to cut from your document.
2. Select the Cut option, or press **(F8)**. This block of text will be stored in the computer's memory. (It will not be erased from your document.)
3. Move the cursor to the new location for the block of text. Select the Paste option or press **(F8)** again and the block will appear on your display in the new location. You can then paste the block into as many new locations as you like, because the block stays in the computer's memory until you designate a new block and select Cut again.

■ Deleting a Block of Text **(ALT)(D)**

Use this option to delete a section, or block, of text from your document. Mark the block you want to delete and select the Delete option. The text will be erased from your document.

■ Moving to the Top or Bottom of a Marked Block

To view the beginning of a marked block, select Goto Top, and the cursor will move to the first character of the block. To view the end of the block, select Goto Bottom, and the cursor will move to the last line of the block.

The PRINT Pull-down Menu

When you select the PRINT menu, you will see the following options:

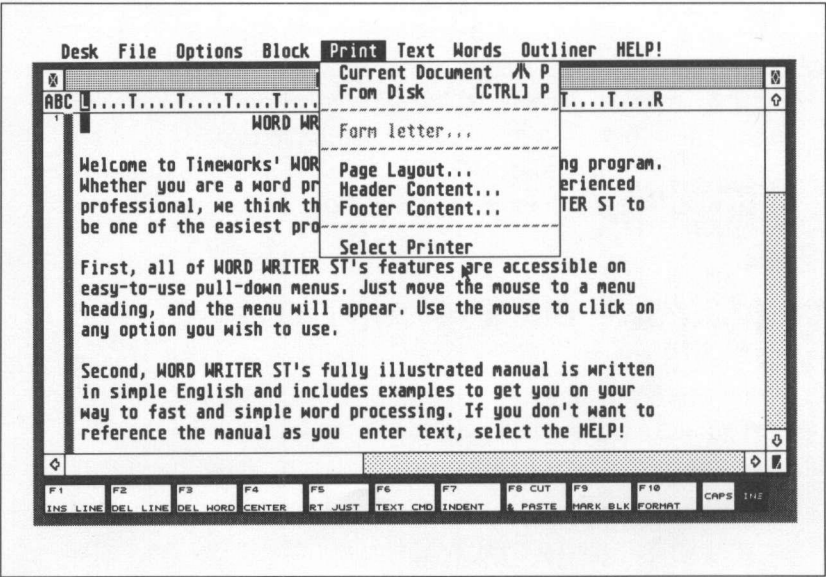


Figure 25

Let's take a look at each of these options.

■ Configuring Your Printer for On-screen Special Text

Before you can print a document that contains On-screen Special Text, you must use the Select Printer option. This option contains the printer codes needed by a number of printers to produce the Special Text typefaces.

WORD WRITER ST is set up to work with an Epson-compatible printer. If you are using a different type of printer, place your program disk in the disk drive and call up the Select Printer option. The Item Selector box, which includes a list of printers, will appear on your display.

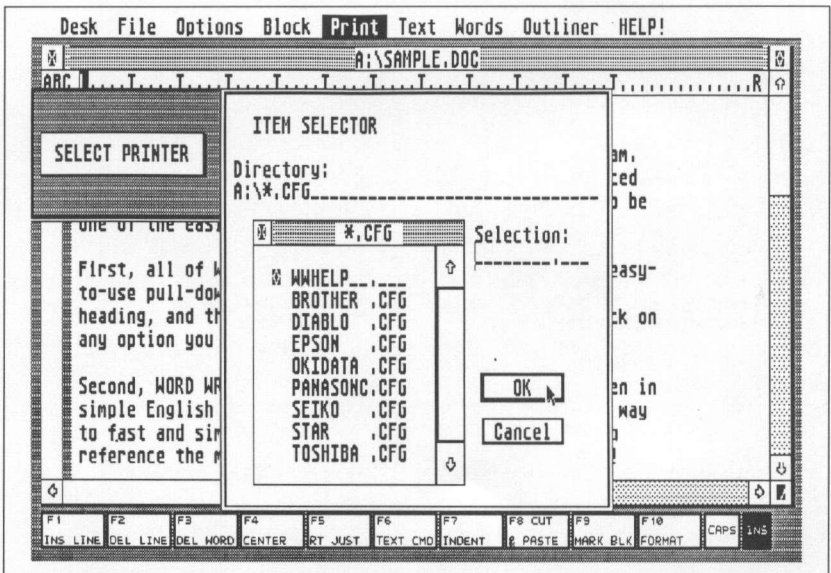


Figure 26

The printer file you created using the WWINSTALL program will appear in this window. Use the mouse to select that file, or you can select another file on the list that corresponds to your printer, and click the mouse button. If your printer does not appear in this list, try selecting a printer that yours may be compatible with. (Ask your dealer about compatibility.)

■ Printing Documents **ALT P** and **CTRL P**

WORD WRITER ST offers you two handy printing options: you can print the document that is currently in the computer (Current Document), or you can print a document directly from your data disk (From Disk).

NOTE: WORD WRITER ST's Current Document function does not tie up your computer as it prints, so you will be able to continue typing and editing a document while the printer is running. To accomplish this, the program writes a file called PTR.WRK onto your disk that is as large as the document you are printing. Then it uses that file when it prints. If there is not enough room on your data disk for this special file, you will see a Disk Full error message, and you will not be able to print. If this happens, save your document onto a new data disk and try printing again.

To print a document, follow these steps:

1. If you select the Current Document option, the program will check your data disk to make sure you have saved a back-up copy of the document that is currently in the computer. If not, the computer will store a back-up copy automatically.

If you select the From Disk option, the Item Selector box will appear on your screen. Use the mouse to select the document file that you want to print.

2. A window of printing options will appear on your screen.

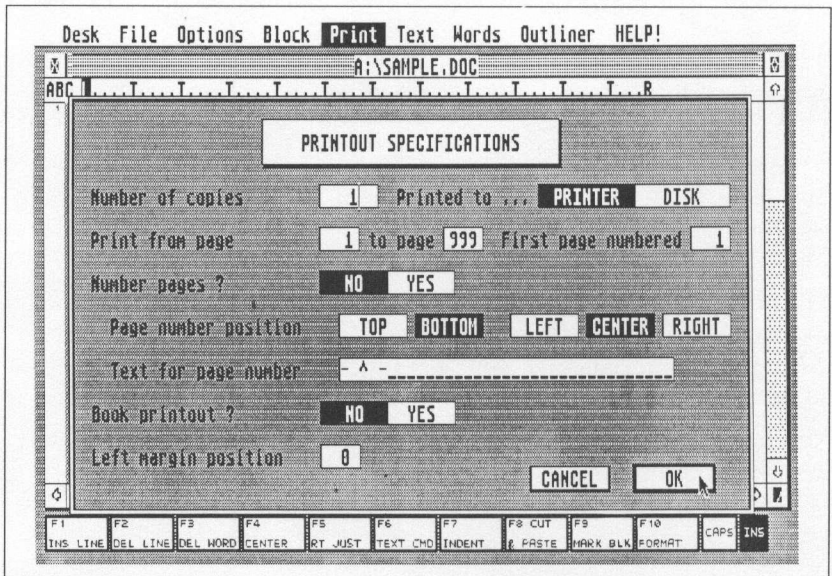


Figure 27

These items affect the way your printed document will look. Each item will be set for a default value. You can change these settings to fit your needs. Then click on OK to print your document.

Number of Copies

Enter a number for this option to tell WORD WRITER ST how many copies of your document to print.

Printed to . . .

This option allows you to select where you want your document printed—through your printer or onto a data disk. If you select Disk, your document will be written onto your disk along with its special characteristics such as page breaks, headers, footers and page numbers. You can then use it in a telecommunications program.

NOTE: When you use the Save as ASCII option to store your document on your data disk, that ASCII file will not contain special characteristics of your document, such as page breaks, headers, footers and page numbers. You must select the Print To . . . option in the Print Specifications window to print a full document with all of its features on your data disk.

Print from Page [] to Page []

This option allows you to select a section of your document to print. Just enter a page number from the document in each set of brackets. When you print the document, only the group of pages you indicated will be printed. (To print a single page, enter the same page number in both sets of brackets.)

First Page Numbered

To number your pages, enter the first page number for your document at this option. Then move on to For Page Numbering Use and select Page Number.

Number Pages?

This option allows you to give the printer special information about your page numbers. To number your pages, select yes. If you are going to use headers and footers on your pages instead, you must select Header Content . . . or Footer Content . . . from the PRINT menu first. If you don't want to number pages, select No.

Page Number Position

You can place page numbers at either the top or the bottom of each page. To use this option, use the mouse to select TOP or BOTTOM and click the mouse button. Then select either LEFT, CENTER or RIGHT.

NOTE: If you have entered page numbers in a header or footer (which we'll explain in a minute), the information you entered will appear in this window.

Text for Page Number

Use this option to enter text in front of, after or around a page number. For example, you might want each page number to have a dash on either side:

— 1 —

or you may want the word “page” to appear before the number:

page 2

To tell the computer how to treat your page numbers, enter the text and enter the ^ symbol where the page number would appear. For the two examples above, you would enter:

— ^ —

page^

When the document is printed, the sign will be replaced by a page number.

Book Printout

If you select Yes for this option, the pages of your printout would be printed as if they were pages in a book: page numbers, headers and footers at the left margin of left-hand pages and at the right margin of right-hand pages.

Left Margin Position

Is your printer carriage aligned to your liking, or are your printouts always too far to one side? Use the Left Margin Position option to enter a number of spaces at the left margin to compensate for an unaligned carriage.

While You Are Printing

After you make your selections and click on the OK box, your document will be printed on your printer or on your data disk. If you select the PRINT menu during the printing process, you will see the word Printing at the top of this menu with a check mark.

If you select this Printing option, a window will appear on your screen.

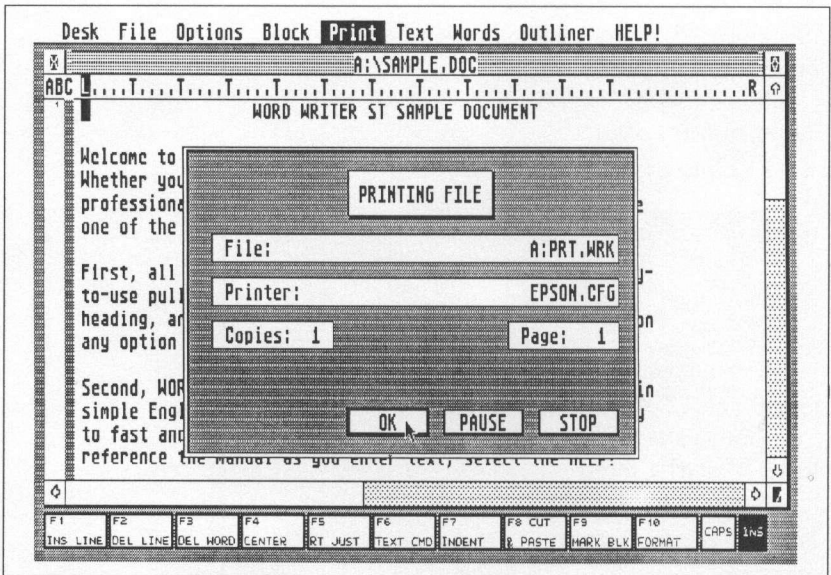


Figure 28

This window will tell you the name of the document being printed and the name of the printer file you chose with the Select Printer option. Also, you will be able to pause the printing by moving the pointer to the Pause box and clicking the mouse button. To restart printing, select Printing again. The window will re-appear, but you will notice that the Pause box has been replaced by a box called Restart. Click on this box to start printing again.

■ Page Layout

The Page Layout . . . option allows you to tell the computer exactly where you want your text, headers and footers placed on a page. When you select this option, you will see the following dialog box on your display.

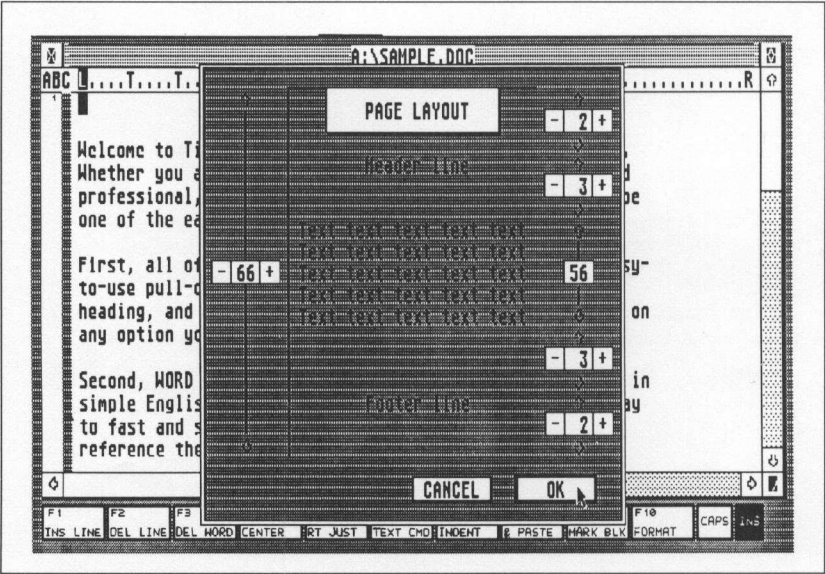


Figure 29

As you can see, this box consists of a sample page and several boxes where you must enter data. Each box represents a number of lines on your printer paper. Here is where you design exactly how your printed page will look. Let's examine each of these boxes.

On the left of the page:

- This box contains the total number of lines on your printer paper. Most standard paper is 66 lines long.

On the right of the page, from the top:

- The first box contains the number of lines from the top of the paper to your header. A header can be a title or page number.
- The second box contains the number of lines from the header to the first line of your text, including the header line itself. If you set this at 0, the printer will not be able to print a header line.
- The third box contains the number of lines of text that will be printed on each page. The computer calculates this number as you enter other numbers in this display, and you cannot modify it.
- The fourth box contains the number of lines from the last line of text to the footer line, including the footer line itself. If you set this at 0, the printer will not be able to print a footer line.

- The fifth box contains the number of lines from the footer to the bottom of the page.

You will notice + and – signs on each side of the values on this display. To raise a setting, move to the + sign next to the setting. Click until you see the number you want. To lower the setting, click on the – sign. Then click on the OK box. The computer will use your entries at printout time.

■ Entering Headers and Footers

If the document you are typing is a report or term paper, you might find this next feature very helpful. Headers and footers are printed on every page of your document, and you can place them wherever you want on the page. Let's look at an example.

You're typing in an important report for work, and you want the title of the report to appear at the top of every page. This is easy enough. Just select the Header Content . . . option. A dialog box will appear:

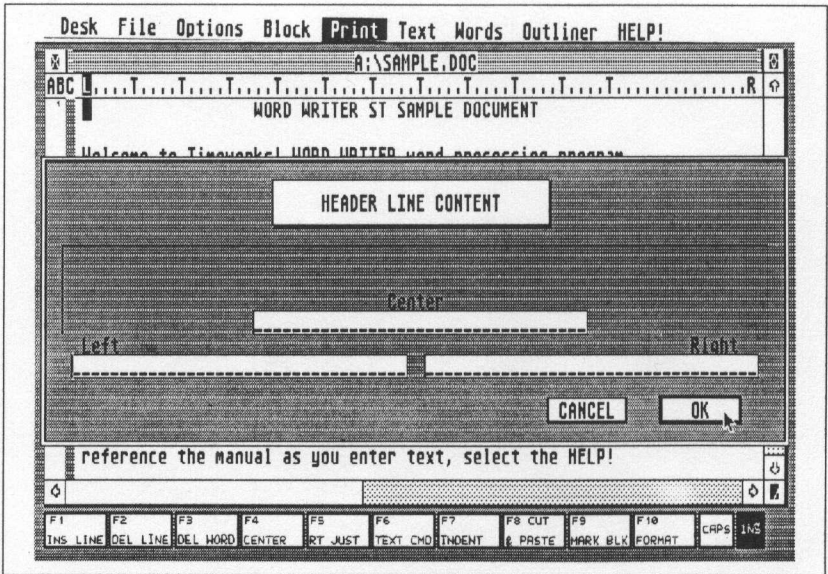


Figure 30

Note that there are three boxes in this dialog box. Each box represents a position where your header might appear at the top of your page: at the left margin, centered or at the right margin. For this example, the header will appear at the left margin. When you select the Header Content... option, make sure the cursor is in the box marked Left. Then type **My printout** in this box. You can enter up to 35 characters in each box.

You also want a page number to appear at the right margin of the top of the page. This number should be preceded by the word page. To accomplish this, use the mouse to move the cursor to the box marked Right. Then enter **Page ^**.

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Enter the ^ symbol here to represent your page numbers. The computer will print the proper page number on each page at printout time.

The display now looks like this:

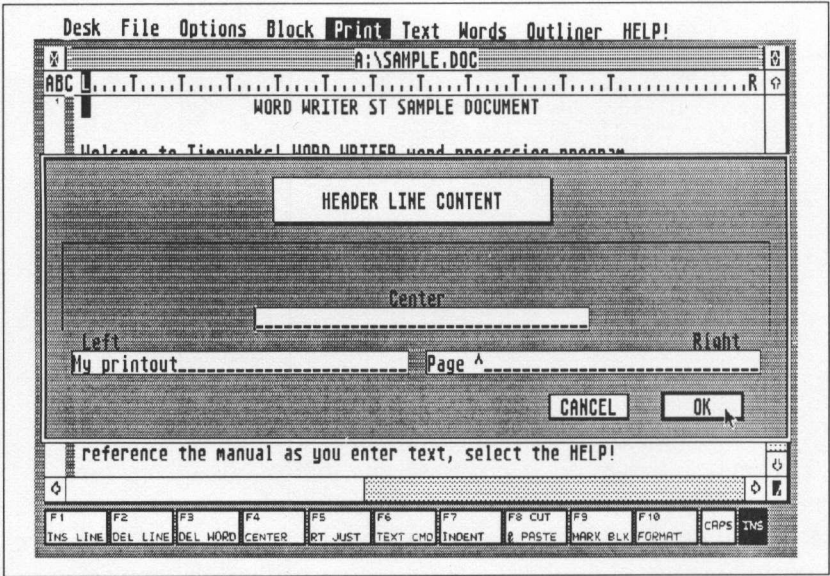


Figure 31

Now that you have entered the complete header, all you have to do is click on OK. When this report is printed, the header will appear on each page, looking like this:

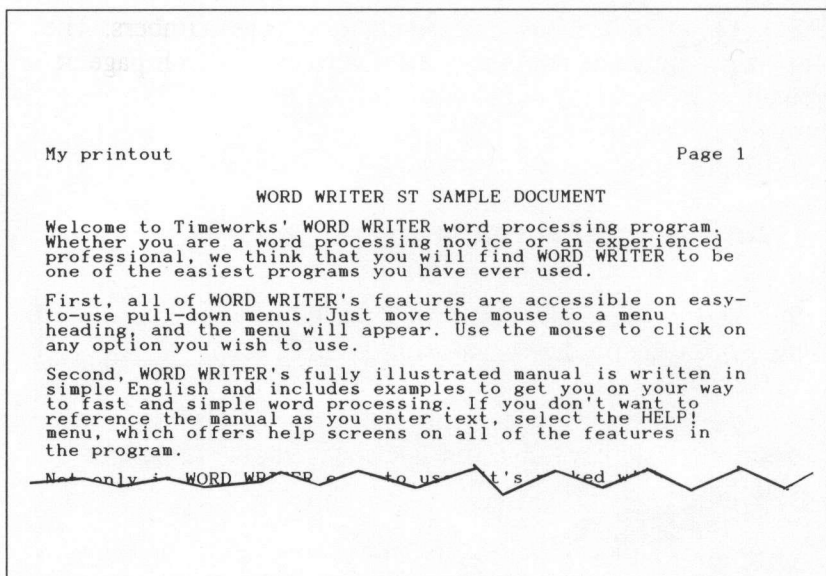


Figure 32

Footers work exactly like headers, except that you must select the Footer Content... option from the PRINT menu. Do some experimenting with these options to see what looks best on your printouts.

NOTE: If you want to print page numbers in your footer, enter **Page^** in one of the lines in the Footer dialog box. When you call up the Print window to print your document, select No for Number Pages and leave the line marked Text for Page Number blank.

To tell the computer to omit the header from a page, move to the first line of that page and enter **HOFF**.

Press **(F6)** to embed this as a command. On the first line of the next page, enter the command **HON** with the **(F6)** key to turn on your headers again. You can also use the **FON** and **FOFF** to turn footers on and off.

■ Additional Printer Information

Following are some additional facts and hints to help you get the most from your printer when using WORD WRITER ST.

1. Before you print a document, check your data disk to make sure the write-protect notch is closed—the write-protect is off.
2. Before installing printer codes on your program disk, check to make sure the write-protect notch is closed. However, when you finish, it is a good idea to apply the write protect by moving the notch to the open position.
3. After you install your printer using WORD WRITER ST's **WWINSTALL** program, save your newly defined printer configuration under the file name **PRINTER.CFG**. This will automatically load your printer information when you load WORD WRITER ST. See more details in Chapter 2.
4. You can use the Light type function (**(ALT)(L)**) to print any typeface your printer is capable of producing. When you use the **WWINSTALL** program, select the Light option on the **CODES** menu. Enter printer codes for one of your printer's typefaces, and later, when you use the **(ALT)(L)** keys, your screen text will appear in light type, but this text will be printed in the typeface for which you entered codes.

5. Refer to your program disk for the latest Printer Reference Files.

The TEXT Pull-Down Menu

When you select the TEXT menu, you will see the following options:

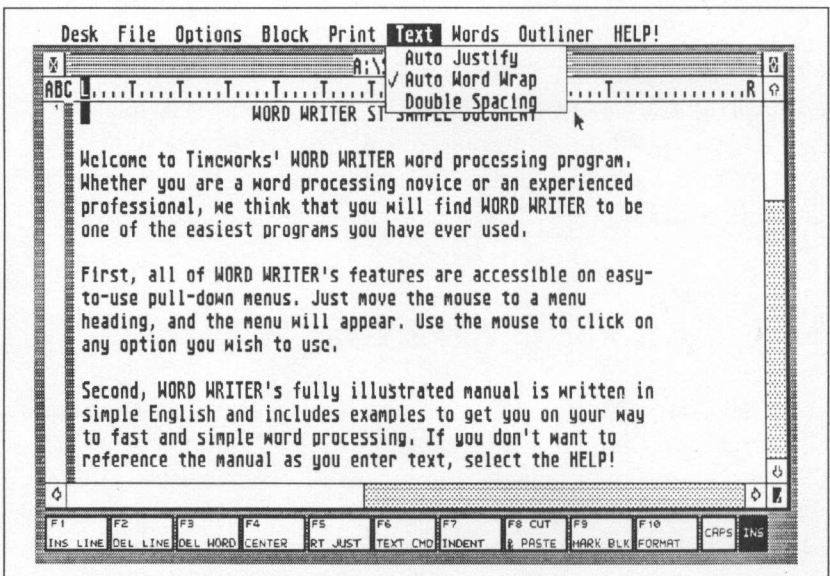


Figure 33

Let's take a look at each of these options.

■ Automatic Justification

This option gives you the opportunity to justify your text along both the left and right margins (normally, text is justified along the left margin only). A justified right margin is knife-edge straight, like those margins you see in some books and newspapers. Unjustified margins are not straight, like the right margins in this manual.

When you select Automatic Justification, a check mark will appear next to this option on the TEXT menu. The right margin of your text will be justified as you type. To turn off automatic justification, select this option again. The check mark on the menu will disappear.

NOTE: The Automatic Justification option works only as you are typing. If you select this option after you have typed in text, the text you have already entered will not be justified. To remedy this, use the Format Text command, and your text will then be justified.

■ The Automatic Word Wrap Feature

Automatic Word Wrap allows you to type in text in a continuous stream without having to press **RETURN** at the end of a line. (The program has a default line length of 60 characters unless you change your margins in the ruler.) When you type, note that as you reach the right margin of your document, your text will wrap to the next line. If you edit your document by adding or deleting text, the Word Wrap feature may be inoperable. To re-shape your right margin after editing a document, use the **F10** key.

When you load the program, you will see a check mark next to this option on the TEXT menu, which means Automatic Word Wrap is active. To turn off this feature, click on this option and the check mark will disappear. Turn on Word Wrap again by re-selecting this option.

■ Double Spacing

To double-space your document, select the Double Spacing option on the TEXT menu *BEFORE* you type any text. Your document will appear double-spaced on your screen. To turn off double-spacing, select this option again. Any text you type in after that will be single-spaced.

NOTE: If you select Double Spacing after you begin typing text, your document will not be double-spaced. You must select the Format Text option to format your entire document.

The WORDS Pull-Down Menu

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

WORD WRITER ST includes the Spell Checker, which reads through your document for misspelled words and allows you to correct them. To use the Spell Checker, select the WORDS menu. You will see the following options:

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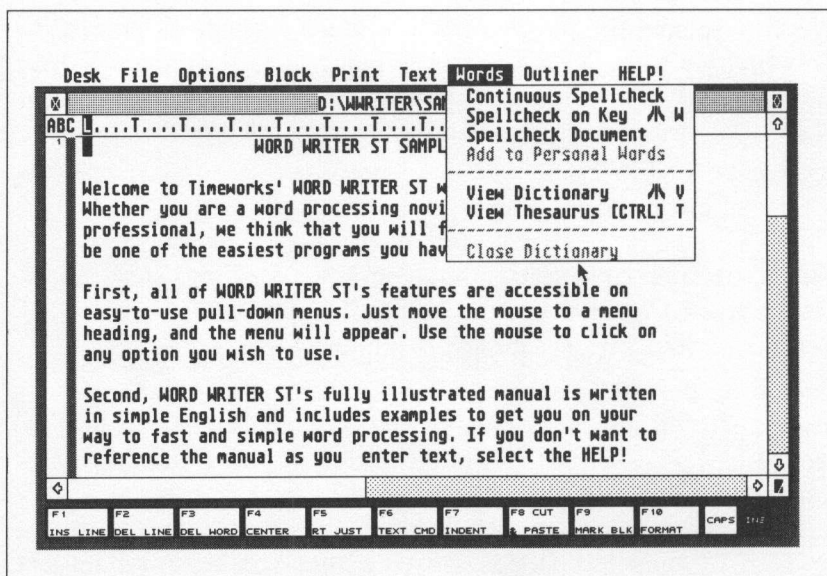


Figure 34

The first time you select an option from this menu, you will be asked to place the dictionary disk in the disk drive. The program will then load the dictionary into the computer, which will take several moments.

NOTE FOR 520ST USERS: When you load the dictionary into the computer, the computer's available memory will be reduced considerably. You will only be able to check spelling in documents of ten pages or less. If your document is too long, the computer will tell you so. To check spelling on a document of more than ten pages, you must use the Save option to store your document on your data disk in sections of ten pages or less. Then open each section and check the spelling. After you use the Spell Checker, use the Merge. . . option to put the sections of your document back together.

■ The Continuous Spell Checker

If you would like the computer to check your spelling continuously as you type in text, select the Continuous Spellcheck option. A check mark will appear next to this option on the menu to let you know it is active. Now each time you press **↑** or **↓** keys, **SPACEBAR** or **RETURN**, the computer will check the word you just typed against the WORD WRITER ST dictionary on your disk.

When the computer finds a misspelled word, it will highlight the word and make a beeping sound. You can either continue typing and ignore the sound, or you can correct this spelling manually, or you can select the View Words option, which allows you to browse through the dictionary for a correct spelling.

When you resume typing, the computer will continue checking your spelling. When the next misspelled word is found, the highlight will move to that word and you can correct it.

NOTE: If you are a fast typist, you may notice that the Continuous Spell Checker slows down WORD WRITER ST.

■ Spellchecking a Word at a Time **ALT W**

When you select the Spellcheck on Key option or press the **ALT W** keys, the program will check only the word at the cursor's location. If the word is spelled correctly, you will hear a high-pitched beep. If the word is incorrect, a low-pitched beep will sound and the word will be highlighted. If you select the View Words option, you will be able to browse through the dictionary and select a word to replace the misspelled word.

■ Checking an Entire Document

To check the spelling in an entire document, select the Spellcheck Document option. The cursor will move to the top of your document. It will check each word of the file unless you click the CANCEL box on your display.

When the computer finds a misspelled word, it will be displayed in a dialog box, and it will be highlighted in the main document window. Type the correct spelling for the highlighted word. Then use the mouse to select one of the following boxes on your display:

OK—If you have changed the word in the dialog box, click on OK to replace the misspelling with this new spelling everywhere that it occurs in the document. If you did not change the word in the dialog box, just click on OK to move on to the next word.

VIEW—Displays that portion of the dictionary that is closest in spelling to the misspelled word. You can then scan for the correct spelling. You will be able to replace the misspelling everywhere that it occurs.

CANCEL—Exits from The Spell Checker.

Words that do not appear in the dictionary will be highlighted only once. If you click the OK box, the computer will accept each of these words as correct everywhere that it appears in your document.

■ Viewing the Dictionary **ALT V**

To view the words of WORD WRITER ST's dictionary, select View Dictionary or press the **ALT** and **V** keys. That portion of the dictionary that is closest to the word under your cursor will appear in a dialog box. Under this dictionary section, you will see a data entry line. If a word in your text is highlighted as misspelled, that word will appear on the data entry line. You can then correct this spelling manually, or you can click on the SEARCH box to find the next closest word in the dictionary.

If you find the correct spelling in the dictionary, move the pointer to that spelling and click on it. That word will replace the misspelled word in the data entry line and in your document. If you do not find a word that you want to use in the dictionary, click on CANCEL to return to your document.

■ Closing the Dictionary

After using any of the options on the WORDS menu, it is a good idea to select Close Dictionary. Each of the WORDS options opens the dictionary, which takes up quite a bit of space in the computer's memory. When you close the dictionary, you free up that memory for your use.

■ Thesaurus

Ever get stumped for just the right word? Every writer occasionally needs to have his memory jogged to find the word which precisely fits his intended meaning. Now, right in your computer comes a Thesaurus to the rescue.

Position your cursor on the word in your document that doesn't seem quite right. Next, select View Thesaurus from the WORDS menu. (You could also press **CTRL** **T**.) The word under or nearest the cursor will be highlighted. A screen will appear, presenting synonyms in clusters (groups of words with similar meanings). By clicking on Next or Back, you may scroll through the entire list of possibilities. When you find the word you want, click on it, and it will appear on the data entry line. Then, click on Replace and the new word will replace the old word in your document. Alternately, you may type in a replacement word. If you wish, rather than highlight a word in text already entered, you can call up the Thesaurus and enter the word you want searched.

■ Personal Dictionary

Suppose that one of your best clients had a last name like "Trzcynski," and every time you needed to write it, you had to go rummaging through your records in order to find it spelled correctly so you could copy it. Now, you can create a dictionary with your own special words in it. In addition to those hard-to-remember names, perhaps there are technical terms which you either misspell or mistype or words that are part of your favorite hobby—flower names, perhaps. Maybe you speak a second language, but stumble over the spelling of certain words. Now, you can look up all these words just once more, enter them into your personal dictionary, and have them at hand forever.

Here's how: Pull down the FILE menu and select Open Enter your words, one to a line, in any order, either capitalized or not, as you wish. Use the Save as ASCII option to save the file using a .PER extension. Then, whenever you wish to refer to your personal dictionary, select the WORDS menu. Select one of the three Spelling Check options, and you will be asked if you want to spell check from a personal dictionary. Select your dictionary file, and your document will be checked both against WORD WRITER's dictionary and your own. Once a personal dictionary has been created, it may be added to in one of three ways:

1. Select View Dictionary from the WORDS menu. If the Read Personal Dictionary box appears, select your personal dictionary, and then type the new word onto the data entry line and click on ADD.

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2. If, while spell checking the whole document, you come across a word you'd like added to your personal dictionary, click on ADD.
3. If your personal dictionary is open while you are entering text in a document, you can move the cursor to the word you wish to add to your personal dictionary, select the WORDS menu and then the Add to Personal Words option, and click. This will automatically enter the word under the cursor to your personal dictionary.

To delete words from your personal dictionary, select View Dictionary from the WORDS menu. Then either type the word to be removed on the data entry line or search for it in the list and highlight it. Click on REMOVE, and it's gone. However, you will not be allowed to remove a word which appears in WORD WRITER ST's main dictionary.

If you prefer, you may treat your personal dictionary like any other word processing file and add to it or delete from it like you would any other document. Remember, however, always to save it as an ASCII file.

Whenever a dictionary is closed, its contents are automatically rearranged in alphabetical order in lower case letters (no capitals).

NOTE: You may have as many personal dictionaries as you wish, so long as each has a different file name, ending in .PER. Consider if you have a list you'd like alphabetized, entering the words or last names as a personal dictionary, then close the dictionary to alphabetize it.

The OUTLINER Pull-Down Menu

Remember how much you hated writing outlines when you were in school? WORD WRITER ST makes this task a snap with an outlining feature which allows you to produce detailed outlines of your document. You can then edit these outlines until they suit your exact needs. When you select the OUTLINER menu, you will see the following options:

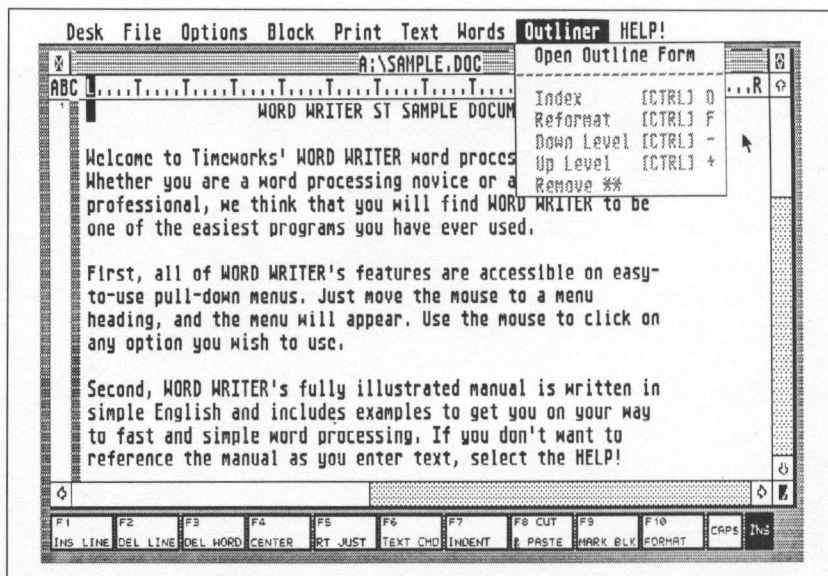


Figure 35

■ Creating an Outline

WORD WRITER ST offers you five levels for your outlines:

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

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

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

To begin formulating your own outline, select the Open Outline Form option on the OUTLINER menu. A Item Selector box will appear on your screen. If your disk contains previously created outlines, the names of these outlines will appear in this window, and you can select one. If you have not created and stored an outline in the past, enter a name for a new outline and click on OK. You will notice that the tab positions are all preset at columns 3, 8, 11, 14 and 17. Each of these tab locations represents an outline level.

■ Indexing the Outline **CTRL** **O**

The Outline Index option enters all of the outline's letters and numbers for you. Just press the **TAB** key until the cursor is at the proper location for the level you want to enter. Listed below are the cursor positions for each of the outline levels:

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

You can move the cursor to any of these positions by pressing the **TAB** key. If you pass up a tab position, just press **CTRL** **←** to move to the beginning of the line.

Now select Outline Index or press **CTRL** **O**. The letter or number (also called "indexes") that corresponds to this tab position will appear on your display. Then enter the heading for this level of your outline.

NOTE: If you enter text on a line but do not enter an index there, two asterisks (**) will appear next to this text. This will alert you that these text lines may be erroneous. If you want to keep these lines unindexed, you can delete the asterisks by selecting Remove ** from the OUTLINER menu.

Continue tabbing to other positions and selecting this option to enter your outline indexes. You can also enter your outline indexes manually, if you wish. To modify your outline, use the editing keys discussed in Chapter 4.

■ Reformatting an Existing Outline **CTRL F**

After deleting, adding or moving lines in an outline, you may find that some of your indexes are wrong or out of place. Select the Reformat Outline option to re-index your outline. For this option to work properly, each line of your outline must be in its proper tab location.

NOTE: If the computer can not place a heading on a line, it will either leave it alone or display ** signs instead of letters or numbers.

The example below shows how this option could work. Let's say you deleted line II-B from the following outline:

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

After you delete line II-B, Section II looks like this:

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

But after you select the Reformat Outline option, your outline will be re-indexed. Section II would then look like this:

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

■ Shifting Part of the Outline Down One Level **CTRL**

The Down Level moves an outline heading and all of its subordinate headings down one outline level. You might find this a bit confusing, so let's take a look at an example.

Start with the outline shown below.

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

5: WORD WRITER ST's Commands

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

To make this move, position the cursor at Topic III. Then select the Down Level option. Your outline would now look like this:

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

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

■ Shifting Part of the Outline Up One Level

CTRL **+**

This option is the opposite of the Down Level option—it shifts part of the outline up to the next level. (Obviously, it will not work on level 1—Main Topic—headings.) Remember to reformat your outline after using this option.

■ Saving an Outline

To store an outline on disk, select Save Outline. Enter a name for the file and click on OK. The outline will be saved on your data disk.

The HELP! Pull-Down Menu

While you are using the program you may wish to review the information on an option. Use the HELP! menu to find this information. When you select HELP!, you will see the following options:

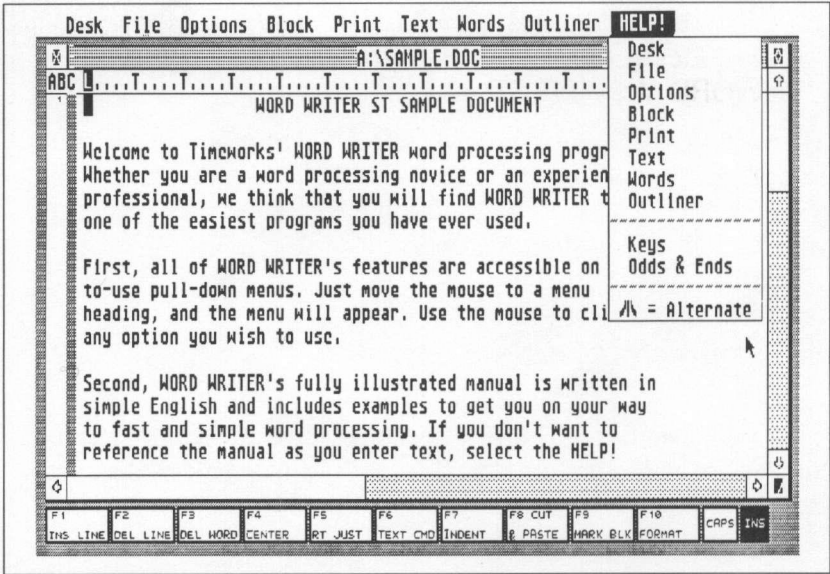


Figure 36

After selecting one of these options, a window will appear on your screen. Use the mouse to select an item for which you want information. A help window will appear on your display. Click on the CANCEL box to remove this window from your screen.

- Producing Reports
- Producing Form Letters with
WORD WRITER ST

6 PRODUCING REPORTS AND FORM LETTERS

Producing Reports

Another powerful feature of WORD WRITER ST is its ability to extract information from DATA MANAGER ST and SWIFTCALC ST. This feature enables you to produce reports using information from all three programs.

NOTE: Information can be passed from SWIFTCALC ST to WORD WRITER ST. For details on interfacing these two programs, see your SWIFTCALC user's manual.

Information that you generate with DATA MANAGER ST must be saved on your WORD WRITER ST data disk before you can use it with WORD WRITER ST. There are two types of information that WORD WRITER ST can use from DATA MANAGER: 1) addresses and 2) reports.

Addresses can be inserted into a document in list form. Reports summarize your data base information in an easy-to-read column format. Below is an example of a typical report:

6: Producing Reports and Form Letters

NAME	CITY/ST	PHONE
John Doe	Chicago, IL	312/555-1234
Mary Smith	New York, NY	212/555-6543
Tom Johnson	Boston, MA	617/555-0987

You can save reports onto your data disk from DATA MANAGER ST. Then you may load it directly into your WORD WRITER ST document using the Merge... option on WORD WRITER ST's FILE pull-down menu.

Example:

1. Let's assume you created a report using DATA MANAGER or you may have a SWIFTCALC spreadsheet you want to use in your document. (Details on creating these data files are covered in the user's manuals for these two programs.)
2. Load WORD WRITER ST into your computer following the procedure in Chapter 2. Then enter the text of your document. Stop at the point where you want to insert your report. You may merge a file into a document at any location you choose.

Your report will now be merged into your document. To modify its appearance, use the editing keys, discussed in Chapter 4.

Producing Form Letters with WORD WRITER ST

A powerful feature of WORD WRITER ST is its ability to create personalized form letters, either within WORD WRITER ST or by drawing data from DATA MANAGER ST or some other ASCII data file into a WORD WRITER ST document.

This can be used for everything from cover letters to go with your resumes to fund raising solicitations to direct mail marketing to your annual holiday greeting. Once you get the hang of it, you'll look for ways to use it.

First, let's learn how to create a personalized form letter within WORD WRITER ST. To see what a typical form letter looks like in WORD WRITER ST, load the file called LETTER.DOC from the program disk. Note that there are numbers where the variable information of the letter goes. For example, 1 is where the addressee's name goes; 2 and 3 are the address; 4 is the salutation; 5 is the make of car; 6 is the semi-annual premium amount; 7 is the contact person's name; 8 is the contact person's location; and 9 is the contact person's phone number. Note also that the numbers appear in a light typeface. For easy reference, why not print out this letter? Now, it's time to create your own.

■ Creating Your Form Letter

Compose your form letter, just as you would any other letter as instructed in Chapters 4 and 5, except for one important difference. Whenever you encounter a variable—information which differs from letter to letter—instead of entering information, enter numbers in sequence in light face. To do this, press **(ALT)(L)** before each number and either **(ALT)(L)** or **(ESC)** after each number to return to normal type. WORD WRITER ST's normal page break indications may not be accurate in a form letter. To assure pages breaking where you want them, enter forced page breaks. When finished, save the file to disk.

■ Creating Your Data File in WORD WRITER ST

Before starting your own data file, review ours by loading in ADR.ASC. Open up a new file. Now, starting in the upper leftmost corner, enter the information for the space keyed "1" in your form letter as it should appear for the first person on your list. Press **(RETURN)** and enter the information for key "2," press **(RETURN)**, then "3" and press **(RETURN)** and so on. At the end of the first record, press **(RETURN)** only once. Start entering the information for the second person on your mailing list. Continue entering until you have entered all the variables for all the people on your mailing list. When finished, save the file as an ASCII file (with an extension of .ASC) and close the document. Remember, from record to record, the information must be entered in exactly the same order. If key "1" is a name on the first line of record one, it must be a name on the first line in every record.

NOTE: DO NOT skip any lines between records or leave any space in front of the left margin. Also, *DO NOT* press **RETURN** after entering the last line of the last record.

■ Printing Your Form Letter

Before printing, remember to save your document. Then, close all documents from the screen by clicking on the Close Box in the upper left hand corner. Next, go to the PRINT menu. Select the Form Letter. . . option. An Item Selector box will appear, to load your form letter. Select the correct file and click on OK.

Once loaded, another dialog box titled Form Letter Printing will appear.

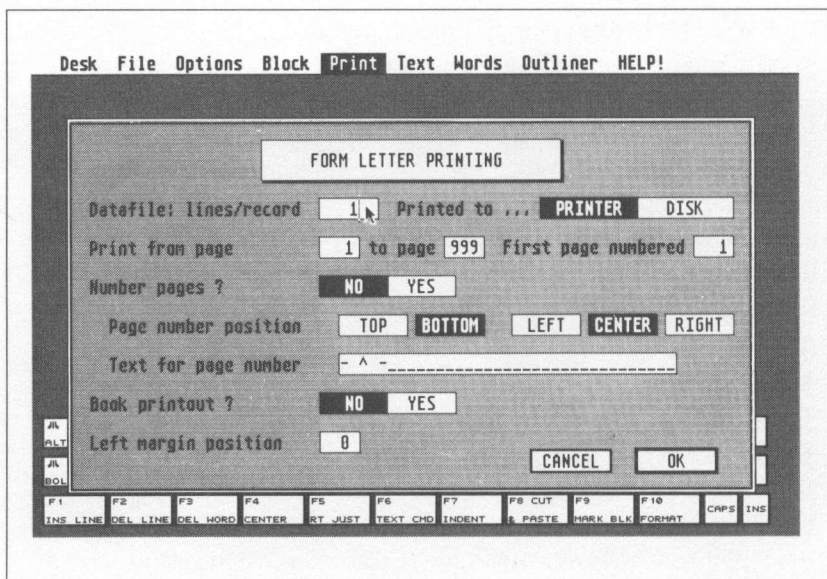


Figure 37

At “Datafile:lines/records,” enter the number of lines in each record and any other information you want changed on this screen. Then, an Item Selector Box will appear, which will ask you to load your address file. Remember, this file name must end with .ASC. If it does not, you will receive an error message and will have to go back and resave the file as an .ASC file before proceeding. Next, specify any other printing options you wish by clicking on the option. After you complete these steps, your document will begin printing in the usual fashion. To stop the printing process, click on the mouse button.


■ Merging Data Manager ST Text into a WORD WRITER ST Document

Load your Data Manager ST program, along with the data file which contains the information you wish to merge into your WORD WRITER ST form letter. Press **(F1)** to view the form of your data file. To properly arrange the data for merging into your letter, use your mouse to drag each needed field of information into position. These fields will correspond to the variables of your form letter. In the upper leftmost corner, position the field which corresponds to variable 1 in your letter. Directly under it at the left margin place variable 2 and so on until the information for each variable is in place in the same order in which it is to appear in your form letter. If you have any data fields left over, temporarily remove them with the Hide Column command. To hide the field titles so they don't appear in your letter, either click on or press **(F6)**.

Next, go to the PRINT menu. Select the Print to WORD WRITER ST option and give the file name an ".ASC" extension. The next screen you see will be Report Heading & Size. Setting the margins correctly at this point is critical. Normally, the following should be selected:

- Left and right margins at 0
- Top and bottom margins at 0
- Paper width at 80
- Paper height = the number of fields + 1. (If you have six fields, for example, enter the number 7.) This is because Data Manager ST automatically adds a blank line at the end of the record to separate them.
- Select No for form feed and for pausing at end of page.

Now, click on OK to save this file to the disk which contains your form letter. Now, reload WORD WRITER ST and go to the PRINT menu. Follow the instructions to merge your data into the form letter.

- 
- Using Special Print Features with Your Printer
 - How to Read Your Printer Manual
 - Using Your Printer with WORD WRITER ST
 - Printing on Your Own

7
Unravelling
the Mystery
of Your Printer



7 UNRAVELLING THE MYSTERY OF YOUR PRINTER

All of us would like to use all of our printer's special features without first learning about our printer. But given the variations between printers, that's virtually impossible. We'd like to help you learn about your printer as quickly and painlessly as possible. Then you can apply that knowledge to your work with WORD WRITER ST.

Using Special Print Features with Your Printer

■ Your Printer Doesn't Understand Letters!

When you send a document to your printer from your computer, the computer does not really send the document as you see it on your screen. The printer would not recognize the letters that you have typed in. Instead, your printer understands numbers from 0 to 255. For example, when you tell it to print "hello," the computer actually sends a numbered code that represents the word "hello":

72, 69, 76, 76, 79

These numbers represent a code called ASCII (American Standard Code for Information Interchange, pronounced ASK'ee). Each character that your printer prints has its own ASCII code: A is 65, B is 66, C is 67 and so on. To help confuse the issue, 0 is 48, 1 is 49, 2 is 50, and so forth. Fortunately, you only need to type a word like "hello" and your printer does the rest.

■ Control Codes

Although most of the ASCII codes tell the printer to print a letter or a number, there are other numbers or groups of numbers that tell the printer to print in a certain way, such as italics, boldface and underlining. These numbers, which are sometimes referred to as "control codes" or "printer codes," usually vary from printer to printer. For example, to print Double Width (expanded) on an Okidata printer, you must enter two control codes:

Expanded on **27,31**
Expanded off **27,30**

However, to use the same function on a Star or Epson, you must enter three codes:

Expanded on **27, 87, 1**
Expanded off **27, 87, 0**

Printers, as you can see, are far from standardized.

Where can you find these numbers? In your printer manual! Somewhere in your printer manual, you should find a chart containing control codes for all of the special functions (underlining, expanded print, boldface, etc.) that your printer can perform.

■ The Escape Code

One very important code that you should become familiar with is the ESCAPE code, which is often abbreviated ESC. The ESC code is ASCII code 27. This code tells the printer that the number(s) that will follow represent a control code, not a printable character. For example, to use boldface on a Star or Epson printer, you must enter the codes:

Boldface on **27, 71**

Boldface off **27, 72**

Printer manuals sometimes show these codes as characters. If your manual used this method, you would see the following codes for boldface type:

Boldface on ESC G

Boldface off ESC H

When the ESC code appears in your manual next to a character, you will know that you must enter the control code for G, not the letter itself.

All well and good, you say, but how am I supposed to find the codes for letters like G and H when I see them in my printer manual? Very simple. You can look for the ASCII table which should be provided in your printer manual or in the BASIC manual that arrived with your BASIC program.

How to Read Your Printer Manual

By now we've piqued your interest in control codes and we hope you have gone to your printer manual to learn more about them. You're ready to get to work, but as you look at the page of codes you may become totally confused because you're faced with something like this:

	Character	Hex	Decimal
Underline on	ESC "_" 1	2D,01	45,1
Underline off	ESC "_" 0	2D,00	45,0

(These codes are for a Star or Epson printer.) Fear not. All of this actually means something! When you look at this table, there are three basic things to keep in mind:

1. Disregard any information labeled "Hex" or "Hexadecimal." The data in the Hex column is meant primarily for programmers. The only information you need to worry about is in the Character column or the Decimal column. Both columns hold the same information stated in different ways.

2. Be aware that the ESC code is often shown in only one of these columns, but it must be entered before the values shown in the Decimal column, even if your printer manual does not state this specifically. For example, the codes you must enter to turn on the underlining feature in the above sample are: **27, 45, 1**

The 27 (ESC) was NOT SHOWN in the manual under Decimal, but you must enter it before you enter the codes shown in the Decimal column. Note that these values correspond to the codes listed in the Character column in our example:

ESC = 27

"-" = 45

1 = 1

3. Finally, entries inside quotes, like the "-" shown here, actually stand for the ASCII value of the character shown in quotes (in this case, "-" stands for 45). You can find this information in the ASCII conversion chart in your printer manual.

If your printer manual uses the quotation mark format, it is usually safe to assume that entries shown in quotes should be "looked up" and that entries NOT shown in quotes should be entered "as is." In this example, 1 would simply be entered as 1.

Some printer manuals use another type of format when presenting codes in the Character column. For example, you might see:

ESC—chr\$(1)

In this example, notice two things:

- The — is not inside quotes.
- The 1 is presented in the chr\$(n) format (n = 1 in this case). The chr\$ format tells you that the value inside the parentheses is to be entered “as is.” Therefore, it is safe to assume that numbers that are not presented in the chr\$ format must be looked up in your printer manual.

As a rule of thumb, remember that all non-numeric characters must be looked up in your printer manual, and their ASCII value must be used instead (even if these characters are not shown in quotes in your manual). In addition, all numeric characters in quotes must also be looked up.

At this point you should be able to make a little more sense out of your printer manual and printer control codes. If your printer manual uses some strange format not covered here, we hope that the above section has helped you to formulate the questions you need to ask your printer's manufacturer when you contact them for clarification.

Using Your Printer with WORD WRITER ST

Now let's try applying what we've talked about to using your printer with WORD WRITER ST. Where do you start?

■ Installing Your Printer in GEM

First, you must perform a few steps to set up your printer to work with WORD WRITER ST:

1. Turn on your computer, monitor and disk drive.
2. If you are using an RS232-type serial printer and cable, you must select the Set RS232 Config. option on the Desktop's DESK menu. (If you are not using this type of printer, move on to Step 3.) A window of options concerning your printer will appear on your display. Next to each option is a group of choices. One choice in each group is highlighted; these are the default settings.

Consult your printer manual for the correct settings for your printer. If you need to change a setting, use the mouse to move the pointer to your choice and press the left mouse button. The highlight will move to your selection. Click on OK to exit this window.

3. No matter what type of printer you are using, you must select the Install Printer option on the DESK pull-down menu and tell the computer a bit about your printer. A window of options will appear on your display. Make your selections in this window as you did in the RS232 Config. window. Then click on OK to exit to the Desktop.

■ Setting up Your Printer to Work with WORD WRITER ST

Now you must move into WORD WRITER ST and perform a few simple steps to tell the program about your printer:

1. First, you must create a file with information about your printer. This file will also contain the printer codes your printer uses to produce the On-screen Special Text typefaces: bold, underlining, italics, light, superscript and subscript.

To create this printer file:

- When the GEM Desktop appears, select the WWINSTALL icon.
- New menu headings will appear. Select the Read option on the FILE menu. When the Item Selector box appears, select a file that is compatible to your printer (don't worry about close compatibility—you will be making changes to this file). Click on OK.
- Select Bold on the CODES menu. A window with two lines labelled Start and End will appear on your display. On the Start line, enter the codes that your printer uses to turn on bold type. Separate each code with a comma. If you are using a Star or Epson, you would enter:

START: 27,69

Do not press **RETURN**.

In the End line, enter the codes that your printer uses to turn off bold type. For Star or Epson, you would enter:

END: 27,70

- Click on OK. You have just entered your codes for bold type. Now go on to select each of the other typefaces on the CODES menu and enter the proper codes for these faces.
 - Move to the PRINT menu, which contains four options: Diablo Compatible, Bidirectional, Use Formfeeds, and Pause Between Pages (sheet feed). Use the mouse to select any of these options that applies to your printer (check your printer manual). A check mark will appear next to a selected option.
 - Save these codes and options on your data disk by selecting the Save as . . . option. Enter a name for this new printer file and click on the OK box.
 - Use the Quit option on the FILE menu to return to GEM.
2. Now load WORD WRITER ST using the instructions in Chapter 2.
 3. When the menu headings appear, choose the Select Printer option on the PRINT menu. A window with a list of printers will appear on your display. Click on the name of the file you created with the Install program. Then click on the OK box.

Now your printer is set up to print any document with WORD WRITER ST, but it is especially ready to print a document that includes On-screen Special Text. (On-screen Special Text is described in detail in Chapter 2.)

■ Entering Printer Codes

To use a typeface that is not in WORD WRITER ST's On-screen group, you must enter your printer's codes for that typeface. This is a simple procedure, and we'll take you through it using the sample document.

1. Use the Open . . . option on the FILE menu to load the Sample file from your program disk.
2. When this file has loaded, move the cursor to the line above the second paragraph. Press **(F1)** to insert a line.
3. Now you must decide what typeface you want to use on this paragraph. Then consult your printer manual for the correct codes for that typeface. For our example here, we will enter printer codes for near letter quality type on a Star or Epson printer.

First, enter the characters **P/**, then enter the codes for your typeface.

P/27,66,4

Be sure to enter a comma between each code.

4. Press **(F6)**. Your line of printer codes will be hidden, or embedded, in the computer's memory. A check mark will appear in the left border of the document window to indicate that you have entered printer codes.
5. Now we must enter the codes to return the rest of your document to normal type. Move to the blank line under the paragraph we're using for this example. Press **(F1)** to insert a blank line. Enter **P/27,66,5** and press **(F6)**.

Now let's print this document so you can see the results.

■ Printing the Sample Document

Now that you have entered some printer codes in the sample document, let's print that document. You can then see the effects of the codes you entered. To print:

1. Select Current Document on the PRINT menu.
2. When the window of Print options appears, make the following entries and selections:

Number of copies: 2
Printed To...: Printer
Print from Page **(1)** To Page **(1)**
First Page Numbered: 1
For Page Numbering Use: Page Number
Page Number Position: Bottom and Center
Text for Page Number: — ^ —
Book Printout: No
Left Margin Position: 2

These selections will assure that your printer produces two copies of the sample document. Each page will display a page number with a dash on each side (-1-), and these numbers will be centered at the bottom of each page. (For more information about these options, see Chapter 5.)

3. Click on OK in the Print window and the document will be printed. Note that the text for which you entered printer codes will be printed in near letter quality type (or whatever typeface you indicated).

Printing on Your Own

Now that you have gotten your feet wet with your printer and WORD WRITER ST, do some experimenting. (You may waste a lot of paper, but you can't hurt anything.) Try out the different codes in your printer manual with the sample document, and then try them out on your own text.

NOTE: If your printer manual does not discuss or show an example of a specific printing feature, your printer probably does not produce that feature.

If you have any questions about the workings of your printer, consult your dealer or your printer manufacturer. They know their product better than anyone.

- Troubleshooting
- Additional Hints
- Pre-call Checklist

8 TROUBLESHOOTING

Troubleshooting

PROBLEM	PROBABLE REMEDY
PROGRAM WILL NOT LOAD	<ol style="list-style-type: none"> 1. Turn off computer and try again. 2. Check computer hookup. 3. Make sure PROGRAM DISK, not data disk, is in disk drive.
DISK READ OR WRITE ERROR	<ol style="list-style-type: none"> 1. Insert correct disk into drive. 2. Use a better quality disk for data. 3. Replace data disk with previous backup. 4. Move the sliding tab in the write-protect notch so that the tab covers the notch. 5. Be sure you are using a formatted data disk.
ERROR MESSAGE: SAVE FILES SOON! RUNNING OUT OF MEMORY!	<ol style="list-style-type: none"> 1. If dictionary is open, close it to free up memory. 2. If dictionary is closed, save your MEMORY! current file and start a new document.
SYSTEM FROZEN, SCREEN BLANKS, PROGRAM LOST (due to power fluctuations)	Restart all devices and reload the program.

8: Troubleshooting

PRINTER DOESN'T PRINT

1. Be sure printer is plugged in and turned on.
2. Be sure printer has a ribbon and paper.
3. Turn printer off and then on again.
4. Check to see that printer is connected properly.

OTHER PROBLEMS

Consult the following Pre-Call Checklist before calling Timeworks' Customer Support Help Line: (312) 948-9208

Additional Hints

1. To successfully format a paragraph using the **(F10)** key, make sure your cursor is on the first line of the paragraph.
2. Before opening or adding files to a folder (sub-directory), you must first create the folder using Atari's GEM. Refer to your Atari manual for instructions.
3. Once you have defined a block of text to appear on one page, you cannot subsequently attempt to insert a forced page break into that block.
4. In the Spell Check Document feature, if you click on OK for a word, that word will be remembered only until you close the dictionary or exit WORD WRITER ST. It will *NOT* be saved to disk for future use unless you have saved it to a personal dictionary.

5. When using the Outliner, press **CTRL** **+** to shift part of the outline up one level. Press **CTRL** **-** to shift part of the outline down a level.
6. The combination of the **ALT** and the cursor keys enables you to move the pointer on the screen without using the mouse. To simulate a mouse click, press **ALT** **INS** keys together.

Pre-Call Checklist

Before You Call . . .

1. Have you investigated your manual thoroughly (Troubleshooting, Facts at Your Fingertips and the Index) for the answer to your question?
2. Has the problem ever appeared before? What procedure did you use to produce the problem, and can you reproduce the situation repeatedly? Have you tried reproducing the problem with hardware other than your own?
3. Are you using any additional equipment with your system, such as a modem? If so, disconnect the additional hardware and try to repeat the problem. If not, did you change your hardware or software configurations before you first experienced the problem?

4. If the problem is related to printing, have you checked your printer manual or contacted your printer manufacturer for the answer?
5. Have you returned your Registration Card to Timeworks?

If You Call . . .

1. Which Timeworks product are you calling about, and what is the version number? (For example, WORD WRITER ST version 2.0) The version number will appear on your screen when you select the DESK menu.
2. What operating system are you using (for example, the Atari 520ST or 1040ST)?
3. Have your user's manual with you when you call, and keep your manual and any other pertinent materials by the phone in case we need to call you back.

If You Write . . .

Include a phone number where you can be reached during the day.

- Facts at Your Fingertips
- Glossary



9 QUICK REFERENCE SECTION

Facts at Your Fingertips

Cursor Movement

↔ ↑↓	Move the cursor up, down, left, or right.
CTRL →	Moves to the right one word.
CTRL ←	Moves to the left one word.
SHIFT ←	Moves to the beginning of a line.
SHIFT →	Moves to the end of a line.
SHIFT ↑	Moves to the top of the window.
SHIFT ↓	Moves to the bottom of the window.
TAB	Moves to the next tab position.
CLR/HOME	Moves to the top of the document.
SHIFT CLR/HOME	Moves to the bottom of the document.

Also, you can use the mouse to click on the Scroll Bars and Scroll Arrows in the document window border to move your text up, down, left, or right.

Editing Keys

- BACKSPACE** Erases the character to the left of the cursor.
- DEL** Deletes the character at the cursor, moving all of the text at the right one space to the left.
- INS** Turns the insert function on and off.
- CTRL DELETE** Deletes all text from the cursor location to the end of the line.
- CTRL SPACEBAR** Enters a fixed space in your text.

Function Keys

- F1** Inserts a line.
- F2** Deletes a line.
- F3** Deletes a word.
- F4** Centers text.
- F5** Right aligns a line of text.
- F6** Embedded Text key (used to enter printer codes).
- F7** Indents text.
- F8** Cut and Paste key.
- F9** Marks a block of text.
- F10** Formats a paragraph from the current cursor location.

Marking a Block of Text

Method 1:

1. Move the pointer to the first line of the block to be marked. Press the mouse button and keep it pressed.
2. Drag the block's outline to the last line of the block and release the mouse button. The block will be highlighted.

Method 2:

1. Move the cursor to the first character of the block to be marked. Press **(F9)**, or select Set Top on the BLOCK menu.
2. Move the cursor to the last character of the block to be marked. Press **(F9)**, or select Set Bottom on the BLOCK menu. The block will be highlighted.

On-screen Special Text

(ALT)	(B)	Boldface
(ALT)	(I)	Italics
(ALT)	(U)	Underlining
(ALT)	(L)	Light Type
(ALT)	(+)	Superscript
(ALT)	(-)	Subscript
(ESC)		Return to normal

NOTE: You must use the Select Printer option before you can print any of the Special Text typefaces.

Quick Keys

(This section does not include the function keys or the On-screen Special Text keys. Those are listed in other sections of this chapter.)

Copy a Block	ALT C
Delete a Block	ALT D
Move a Block	ALT M
Open a File	ALT O
Prints Current Document	ALT P
Prints From Disk	CTRL P
Quit (Exits program)	ALT Q
Removes Highlight from Block	UNDO
Repeats Search	ALT R
Ruler On/Off	ALT H
Save As	ALT S
Save Temporary File	ALT T
Spellcheck on Key	ALT W
Toggles Between Windows	ALT A
View Dictionary	ALT V

Glossary

Back-up—A duplicate set of data to be used in case the original is lost, destroyed or accidentally altered.

Close Box—The symbol in the upper left corner of the document window border. This symbol allows you to abandon a document, removing it from your screen.

Command—An instruction for the computer to follow.

Configure—To tell the program about your hardware.

Cursor—The computer-generated square that pinpoints your position on the display.

Cursor Keys—The arrow keys on the keyboard which move the cursor around the screen.

Data Disk—The disk created to store your text.

Delete—To remove from the file.

Desktop—See GEM.

Dragging—An action taken with the mouse in which an icon or window can be moved, or “dragged,” to another part of the screen.

File—A document which has been saved on a data disk.

Folder—A subdirectory on your disk.

Full Box—The symbol in the upper right corner of the document window border. This symbol allows you to change the size of a window so that it fills the entire screen.

GEM—Graphics Environment Manager. An Atari operating system used with the 520ST and 1040ST computers. Also called the GEM Desktop.

Icon—A picture in the GEM operating system which represents either a piece of your hardware, a file on a disk, or an action that you can take.

Index—In the Outliner section of WORD WRITER ST, an index refers to the roman numerals, letters and arabic numbers that are used to map out an index.

Justification—A feature which aligns your text along the left and right margins so that both margins are knife-edge straight.

Move Bar—The bar at the top of the document window where the file name is displayed. This bar is used to adjust the size of the window or to drag a window to a new location.

Opening a File—The action of loading a file into the computer.

Scroll Arrows—The arrows in the border of the document window which allow you to move, or “scroll,” text up, down, left or right.

Scroll Bars—The shaded areas of the document window's border which allow you to move, or “scroll,” text up, down, left or right.

Search—A systematic examination for information in a document.

Search Item—A group of characters for which the computer will search.

Size Box—The symbol in the bottom right corner of the document window border. This box allows you to make the window smaller or larger on the display.

Word Wrap—A feature which automatically maintains your right margin as you type in text.

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