

*Integrated  
Word Processing  
Spell Checking  
Thesaurus  
and Filer™*

# *Fleet System™*

## For your Commodore 128

### **Word Processor**

- Includes true on-screen word wrap.
- General and context sensitive help screens.
- "Extra Text" area (a second 80 column screen) that works like a scratch pad for storing information.
- Compatible with RAM expansion.
- Perfect for home, school or office use.

### **Integrated Thesaurus**

- Provides thousands of Synonyms (words with "Like" meanings) and Antonyms (words with "Opposite" meanings) at your fingertips in seconds.
- Will improve your reading, writing and vocabulary skills.

### **Dictionary/Spell Checker**

- A Built-in 90,000 word dictionary that has the ability to add an additional 10,000 "Custom" words.
- Will Spell Check a ten page document in just 45 seconds.
- It's the Largest and Fastest Dictionary available for Commodore Users.

### **Database (Fleet System 4)**

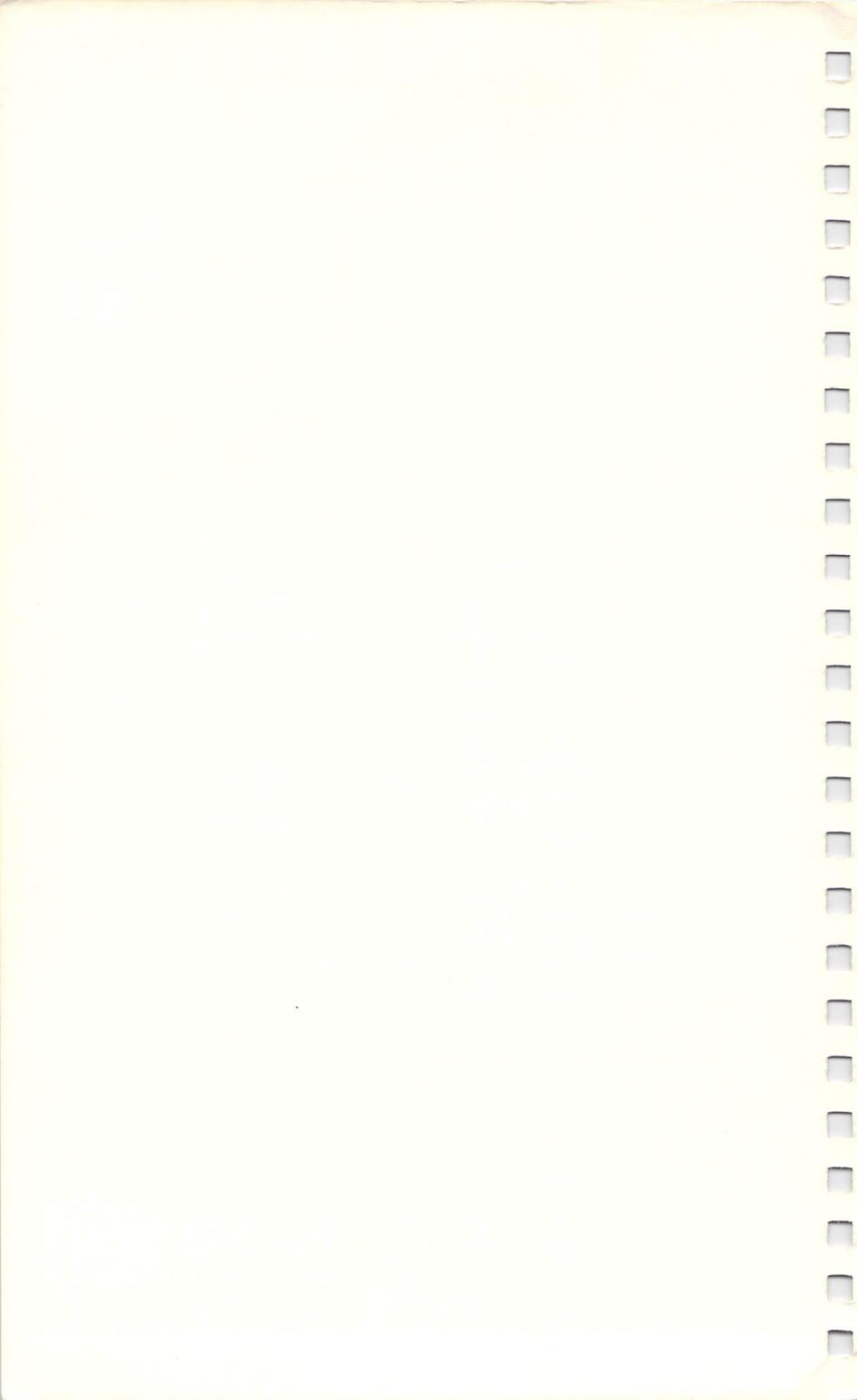
- Allows users to have up to 5,000 records and 22 fields (text or numeric).
- Text fields are capable of having up to 255 characters.
- Mathematical Functions
- Input and output to Fleet System and most major Word Processors.

Requires an 80 column RGB monitor or a composite monitor that allows you to emulate an RGB monitor

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**Professional Software, Inc.**

## **Fleet System User's Guide**

January 1987

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## Section 1 INTRODUCTION

### WELCOME

Congratulations... You made a wise decision in selecting Fleet System as you embark into the world of electronic word processing.

Fleet System is the result of many years of research and experimentation. It is a very powerful software program that allows the user to utilize many versatile word processing features easily. Fleet System puts at your disposal the four main functions of word processing - writing, revising, spell checking and printing - each with a minimum amount of effort.

Fleet System combines the power of integrated spell checking with a powerful built-in electronic thesaurus. The thesaurus provides you with the ability to examine a word and lists alternate words which have the same meaning (synonyms) or opposite meaning (antonyms). This added feature can greatly improve your writing by expanding your vocabulary and adding variety to your writing.

You will discover the tremendous power of your computer and of the Fleet System word processing system as you read this User's Guide.

**Have you returned your Registration Card yet? Please be sure to do so, in order to become a Registered Owner. This is the only method in which we can notify you of product enhancements and special offers. Please note that you may (optionally) purchase a backup Program Disk when you return the Registration Card.**

## Overview Of Equipment

A bare minimum of equipment is needed to produce quality documents. With the system you have just acquired this bare minimum may be all you will ever need.

1. The Fleet System program itself, on a diskette.
2. A Commodore 128 computer with an RGB monitor or a properly connected Composite Video monitor.
3. At least one 1571 or 1541 disk drive.
4. A Printer (Dot Matrix or Letter Quality), with any necessary interface, that matches the output of your computer.

## The Fleet System Program Diskette

The Fleet System Program Diskette contains a program that will perform both word processing and spell checking and even includes a built-in Thesaurus. As we proceed through the exercises in this manual, certain information on this diskette will be used. It is important to note that the "top side" of the Fleet System Program Diskette is "Copy Protected". This means that a backup or duplicate copy of this diskette cannot be made. However, we do allow all purchasers of the Fleet System program to obtain a backup security copy for a nominal fee. (Reference your Registration Form contained in this manual for complete details.)

Whether you decide to purchase a backup copy or not, please take extreme care when handling your Fleet System Program Diskette. Be sure not to touch the surface of the diskette itself (within its protective jacket). Do not allow it to come near any magnetic source, including electrical machinery. Do not subject the disk to extreme temperatures. Never place any objects on top of the Program Diskette.

## The Computer

The computer is the "brain" of your system. Its function is to understand and send the Fleet System instructions you give it. The keyboard, like the keyboard on a typical typewriter, is your means of talking to the computer. It accepts capital and lower case letters, figures and symbols just like an ordinary typewriter. It also permits you to send commands to peripheral equipment for the sake of performing certain Fleet System functions.

Your screen display will allow you to see 23 lines of text vertically at any one time. Of course, you can easily scroll the text to see your entire document. This can be done by simply scrolling vertically or horizontally. As we will see later, horizontal scrolling is beneficial for you in working with 120-character lines in the Edit Mode. Vertical and horizontal scrolling is also available when you print text on the screen using the "preview" feature.

## The Disk Drive

The Commodore disk drive permits you to "load" your Fleet System program and record information on 5-1/4 inch floppy disks.

The magnetic surface of your disks is very delicate. We cannot warn you too strongly about the danger of dust, smoke, and electric or magnetic fields in the areas where the drive is used.

You may also use disk drives that are compatible with your Commodore disk drive. Note however, that these drives must be truly compatible and may not function or load the program properly if this is not the case.

## The Printer

Fleet System is designed for use with any properly connected "parallel" or "serial" printer and already has the "drivers" for most popular printers.

## User Conventions And Important Keys

Before proceeding with the tutorial examples offered in this manual, we want to explain the terminology (known as User Conventions) that will be used in this manual.

Please carefully study the following:

- TYPE**            The word "TYPE", followed by boldface print, is used to designate keystrokes that you will make, causing characters to appear on your screen.
- PRESS**            The word "PRESS" is used in situations such as selecting an option, where no character will appear on your screen after the key or keys are pressed.
- <FCN>**            Two keys on your keyboard can serve as the <FCN> "Function" key. One key is the key marked "F1" near the upper right hand corner of the keyboard. The other is the key labeled "RUN/STOP" on the left hand side of the keyboard. When we refer to <FCN> in the manual, use either of these keys. Pressing these keys cause you to enter, or exit from, "Function Mode". Function Mode is used to access many special editing features used in Fleet System.
- <SHIFT>**          This tells you to press and hold the key marked "SHIFT" while you press one or more other keys. Pressing the "SHIFT" key alone has no effect. This key changes the

effect of other keys pressed while it is being held. Where two characters appear on a key, the lower is obtained without "SHIFT" while the upper is obtained in conjunction with "SHIFT".

**<RETURN>** This tells you to press and then release the key marked "RETURN".

**<F3>** When pressed, this key enters you into the continuous "Insert" mode. You can then type text without overwriting other text to the right of the cursor. Pressing this key again will exit you from this mode.

**<F5>** This is like a SHIFT LOCK key. When pressed, this key puts you into the "Shift" mode. This mode allows you to produce capitalized text without using the <SHIFT> key. Pressing this key again will exit you from the Shift mode. Note: The Shift Lock key must be up for proper operation of Fleet System.

**<F7>** This key allows you to "Preview" a document present in computer memory by "printing" it on your screen. In other words, you can see exactly what your document will look like when printed before you ever perform a printout on your printer.

Here are a few examples of how the user conventions will be used throughout this manual:

Example 1    **TYPE Good Morning** This tells you that you should type the words "Good Morning" exactly as they appear. Remember, any boldface text that appears after the word TYPE should be typed.

Example 2      **PRESS <FCN> <SHIFT> h** tells you to press and release the key marked "F1" and then press and hold the key marked "SHIFT" while you press the letter "h" key once.

## Would You Like To See FS4 At Work?

By following the few simple instructions in this section you can see Fleet System in action even before you read the rest of this User's Guide. Just press or type the keys (whichever is requested) that are **boldfaced** and you will be able to operate Fleet System and print a short document.

Be sure that all your equipment (Computer, monitor, disk drive, printer) is connected with the appropriate cables and then turn each item "on".

Place the Fleet System Program Diskette carefully into the disk drive (drive 0 if you have two drives) with the Program label up and close the door.

At this point your system should be turned on and the "Ready" message displayed on the screen.

Now you can load the Fleet System program into your computer. There are two ways of doing this;

1. **TYPE load"fs",8<RETURN>** then at the ready prompt **TYPE run <RETURN>**

### OR

2. **PRESS the <SHIFT> and <RUN/STOP> keys at the same time.** This will automatically load and run the program. The title screen will appear and say "loading in progress". When the loading is complete, the program will prompt you for an **a) 80** or **b) 120** column display. You could choose either, but for our example **PRESS a.**

In order for Fleet System to print correctly, there is certain information it has to know about your printer. You can specify this information on the Default Values Menu.

First, PRESS the <FCN> key and then the number 0 and the letter p (for printer files). A list of printers will be displayed. Locate your printer model on the list and note exactly how it is spelled (ignore the "S" which appears to the right of each printer name.) Now PRESS <FCN> to exit from the directory. To access the Default Values Menu PRESS the <FCN> key and then the letter v. The Default Values Menu will appear. Most of these options will be explained later so don't worry, however, there are a few that we need to know about now.

First, select the printer model option by PRESSING the letter o. Simply TYPE the name of you printer (be sure to included the "exclamation point") EXACTLY as it appeared on the directory display. If your printer was not listed, choose a similar printer. If you are not sure which printer is similar, check your printer manual or Appendix G, which provides a list of compatible printers. If you typed the name incorrectly or forget the exclamation point, the error "printer file not found" will appear. If this happens, please try again.

Second, select the secondary address option (the letter "I"). If you have a Commodore or a Commodore compatible dot matrix printer (e.g., Seikosha SP-1000VC or Okimate), enter zero as a secondary address, otherwise enter a 5. If you have an interface, it MUST be in transparent mode (check your interface manual).

Finally, select the Line Feed option (the letter "m"). Check your printer manual to see if your printer is set to do a line feed and enter an answer accordingly. If later you find your printer isn't advancing or is double-spacing, go back to the Default Values Menu and change this option.

The remaining options are not required, but may be changed to suit you. They are the display colors and the cursor type. You may find a display that is easy to read and not as irritating to the eyes as others. **NOTE:** If you don't have a RGB monitor, then you will only get different shades of black, white, and grey.

Once all the correct printer and color settings have been made, **PRESS "p"** to save all the settings so you won't have to make them again, until you want to change them. At this point we recommend that you put a **write protect tab** over the notch on the right side of the program side of the Fleet System disk. To exit the Default Values Menu **PRESS** the **<FCN>** key.

## Printing examples of text

**TYPE** your name on the first line of the screen. Check that there is paper in your printer and that the printer is connected and turned on. Then on the upper right-hand side of the keyboard, **PRESS** the key marked **<F1>**, the letter **o** for output, and then the letter **p** for your printer. Your name will then be printed on the paper!

**NOTE:** When there is more than one blank space in a row, Fleet System will automatically insert a "forced space" (which appears as the underline character on the screen). This ensures Fleet System formats your text correctly.

Again **PRESS** the **<F1>** key and the number **0**, and then the letter **"u"**. A listing of all the User text files on the Fleet System diskette will appear. Use the cursor keys to move the large cursor to the file called **sample 1** and **PRESS <RETURN>**. After a brief delay, the file named "sample 1" will be displayed on the screen.

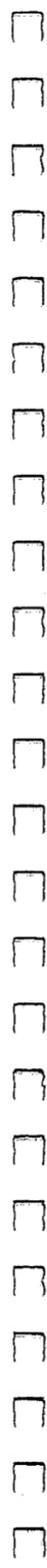
Please check once again to be sure that there is a fresh sheet of paper in your printer. Now once again **PRESS <F1> o p**. This will print the first page of the file named "sample 1".

When the printer stops, insert a fresh sheet of paper (if necessary) and then **PRESS c** to continue printing. This will cause the second page of the text to be printed. Please repeat the process until all pages of text have been printed.

After finishing the printout, please remove the Fleet System Program Diskette from the disk drive and then turn off each piece of equipment.

As you can see Fleet System is simple and fast to use. The remainder of this User's Guide will teach you how to use all its interesting and powerful features.

\* \* \* \* \*



## Section 2 GETTING READY TO USE FS4

Now, to start using Fleet System please reload the Fleet System program by simply turning "on" all the equipment and then placing the Fleet System Program disk in the disk drive. Now, PRESS <SHIFT> <RUN/STOP> and the program will load. However, do not make the column selection. Therefore, stop at the point where the column selection options are displayed on the screen. At this point the program is loaded into the computer and we are ready to start using some of Fleet System's powerful features. (If you have already loaded Fleet System and selected the column selection, press <FCN> <SHIFT> r <RETURN>.)

With the column selection prompt displayed, you must decide whether you want to edit your text in 80 or 120 character lines. This choice has no effect on the final print-out: it is just to make editing easier. If you are going to be working with standard paragraphs of text as in a letter, then 80 will be the better choice because it lets you see all the text on the screen with no horizontal scrolling. If you are going to be doing tabular work, the 120 character line will be to your advantage to help you line up columns across the page. For this exercise please choose 80 columns by PRESSING the letter a.

Whether you are working in the 80 or 120 character mode, the files that you create and store on the diskette are identical. You could create text in one mode, store it on the diskette, restart the Fleet System program and recall the text in another mode. Please note that storing your text on the diskette before you change modes is necessary, because restarting Fleet System erases everything from the memory of the computer.

## Computer Memory And Permanent Storage

As soon as Fleet System is "loaded" in your computer, you have the equivalent of "blank paper" to write on. When you type a character at the keyboard, the character is typed onto this "paper" and you see the character on your screen. At this point, your document is only in memory.

The computer's memory is for temporary storage of text only. When you switch off power to your computer, any text in the computer is erased. This is why a separate unit is needed for permanent storage of text. When you wish to keep text, you write that text onto your disk, which is like writing down a list of things to do so you don't forget them.

When text is written on a diskette in the disk drive for storage, it is written one "file" at a time. The contents of the Text Area are recorded on the diskette as a file. When you decide to create a file, you simply give a name to the contents displayed and then write (store) those contents to the disk drive under your chosen file name. That's all there is to creating a file.

At some later time when you wish to examine or edit a text file, you will recall it from storage in the disk drive "file cabinet", and copy it into the Text Area of computer memory. Once you have examined and/or edited it, you may store the text file on a diskette in the disk drive once again. In this way the disk drive becomes the equivalent of a file cabinet in which text files are stored.

## The Main Text And Extra Text Areas

Before we go any further we should briefly mention that Fleet System divides the available memory of the computer into two parts: the Main Text area and the Extra Text area. The Main Text area, which is the larger of the two, normally holds your working text.

The Extra Text area lets you perform certain extra operations on the side without disturbing the Main Text.

When you choose 80 character lines there are about 600 screen-lines available in the Main Text and about 40 lines in Extra Text. In the 120 column mode there is approximately 400 lines in Main Text and 25 lines in Extra Text. If the help screens are deactivated, the extra text area will gain a fair amount of lines.

Do not be concerned with totally understanding how the text areas work at this time. A complete explanation is offered when we work with them in-depth later in the manual. Now, let's talk about our current screen-display and the Fleet System "Status Line."

## The Fleet System Status Line

The separate area at the top of your screen will always be displayed. It keeps you posted on the "status" of your system. Thus, it is called the Fleet System Status Line Area.

The Status Line sometimes provides you with information, and sometimes asks you for information. The message present in the first line most of the time is "Fleet System : at your service". This message assures you that all is normal and that the system is ready to do whatever you request, whether to accept a single character of the alphabet from the keyboard and place it on the screen, or to transfer a paragraph from one place to another, or any other task.

The right-hand half of the Status Line could be compared to a set of pilot lights on the dashboard of an automobile. These letters represent the various operating modes which are used to create and revise documents. Each letter lights up to inform you which operating mode you are currently in. For example, PRESS the <FCN> key (the key labeled "F1") and notice the letter F light up. This serves as an indicator to tell you that you

are in the "FUNCTION" mode. PRESS the <FCN> key again to exit from the "FUNCTION" Mode and notice how the "F" indicator light goes out. The following is a quick summary of what each operating mode means:

- X :** Extra Text indicator. When lit, it says that you are in the Extra Text area of Fleet System. When this indicator is not lit, you know that the Main Text area is displayed on the screen.
- F :** Function Mode indicator. You enter the "FUNCTION Mode" by pressing <F1> or <RUN/STOP> - which in this guide we are calling <FCN>. The "FUNCTION Mode" is described in Section 3 of this guide. You can exit from the "FUNCTION" mode by pressing either key a second time.
- I :** Insert Mode indicator. This mode permits you to insert new text continuously from the keyboard, within text already on the screen. You can enter or exit from this mode by pressing the <F3> key.
- S :** Shift Mode indicator. In this mode all the letter keys print capitals without the use of the <SHIFT> key, while all other keys remain normal. To enter or exit this mode you press <F5>.
- N :** Numeric Mode indicator. This feature permits you to align figures in columns without effort. You enter this mode by tabulating the cursor to a Numeric Tab. You will find a complete explanation of the Numeric Mode in Section 3.
- #/#:** The two following digits are the default drives. The first digit represents the main drive for recalling, storing or editing texts. The second digit is the default drive for the Dictionary or Thesaurus.

The far right-hand side of the Status Line is the part that changes most frequently. If the letters "X F I S N" resemble pilot lights of an automobile dashboard, then the "L=" and "C=" indicators resemble the odometer. "L=" tells you on which screen line the cursor is

currently located and "C=" tells you which column on the screen you are currently in.

The horizontal line of dots separating the Status Line Area from the rest of your screen is called the Tab Indicator Line. It shows where tabs are currently set. Regular tabs (an arrow) and Numeric tabs (a block) become attached to this line as they are created.

Now you are ready for your voyage into "Word Processing". However, before continuing on, we suggest you familiarize yourself with the keystroke summary chart below, since these will be used throughout the manual. There is no need to memorize this list, it is just here for your convenience and reference if necessary.

### EDITING KEYSTROKE SUMMARY CHART

<CRSR RIGHT> moves the cursor horizontally to the right.

<CRSR LEFT> moves the cursor horizontally to the left.

<CRSR UP> moves the cursor up.

<CRSR DOWN> moves the cursor down.

<HOME> moves the cursor to the top of the screen.

<HOME> twice jumps cursor to the top of file.

<FCN> j <RETURN> jumps the cursor to the end of the file.

<SPACEBAR> This is the long narrow shaped key located at the bottom of the keyboard. It can be used to delete text, however, when you are in the "Insert" mode it just moves the text to the right.

<INST/DEL> deletes the character to the left of the cursor.

**<SHIFT> <INST/DEL>** inserts a space at the cursor, shifting following text to the right.

**<FCN>** "Function" key, enters you into the Function Mode. The **<FCN>** key is the key marked **<F1>** or **<RUN/STOP>**, press the **<FCN>** key again to exit from the mode.

**<F5>** enters you into "Shift" Mode (to produce capital letters) without using the **<SHIFT>** key. Press this key again to exit from the mode.

**<F3>** enters you into the "continuous insertion" mode. You can then type text without overwriting to the right of the cursor. Press this key again to exit from the mode.

**<RETURN>** prints a "RETURN" symbol on the screen to show the end of single lines or paragraphs. It also serves to confirm a Fleet System function.

**<SHIFT> <RETURN>** moves the cursor to the first character of next screen line.

**<SHIFT> <CLR/HOME>** enters you into the File Mode. Once in this mode, you can recall, store or insert text files.

**<FCN> <INST/DEL>** deletes a screen line (whether the line has text or not) at the cursor's line position. When you have finished deleting one or more lines, press **<FCN>** to return to Edit Mode.

**<FCN> <SHIFT> <INST/DEL>** inserts a blank screen line at the cursor's line position. When you have finished inserting one or more lines, press **<FCN>** to return to Edit Mode.

**<FCN> j 34 <RETURN>** jumps cursor to line 34.

**<TAB>** will allow you to jump the cursor to each tab location.

**<SHIFT> <TAB>** sets a Regular tab.

**<FCN> n** sets a Numeric tab, so you can right align numbers in columns.

**<FCN> <TAB>** clears a tab. It is necessary to be in the same column as the tab, before clearing the tab.

**<FCN> 0,1,2 or 3** lists a directory of files on the disk in that drive.

**<FCN> e e <RETURN>** erases text from the cursor position to the end of text.

**<FCN> e a <RETURN>** erases "all" displayed text on the screen.

**<FCN> <RETURN>** erases text to the end of the current line.

**Have you returned your Registration Card yet? Please be sure to do so, in order to become a Registered Owner. This is the only method in which we can notify you of product enhancements and special offers. Please note that you may (optionally) purchase a backup Program Diskette when you return the Registration Card.**

**\* \* \* \* \***



## Section 3 FUNCTION MODE COMMANDS

In this section we will investigate the various Function Mode options of the Fleet System program. These features allow for quick and easy manipulation of your text on screen. By accessing such features as Insert Mode, Search and Replace, and the Range Feature, you can easily tailor your document to your personal specifications.

It is important to note that whether you are working in the 80 or 120 character mode, the files that you create and store on the diskette are identical. You could create text in one mode, store it on the diskette, restart Fleet System with <FCN> <SHIFT> r, and recall the text in the other mode. **NOTE:** storing your text on the diskette before you change modes is necessary, because restarting Fleet System clears the memory of the computer.

Another point: your selection of 80 or 120 character mode refers to entering text in "Edit Mode" only. When you print the text, it can be any width of your choice up to 160 characters per line.

### Using 120 Columns

On the Commodore computer it is only possible to display 80 columns of characters on its screen at one time. So, if you were in the 120 column mode, when you are typing in a line of text, the cursor behaves normally until it arrives at column 76. Then the whole screen begins to scroll to the left, character by character, until you reach column 116. From 116 to 120 the cursor again moves normally to complete the line. When you put the last word on a line the cursor jumps to column 1 of the following line as the left-hand half of the text is again displayed on the screen. The Horizontal Scrolling is how Fleet System lets you compose 120 character lines on a 80 character screen.

## Entering Text Using Fleet System

To begin utilizing the many Fleet System "functions", please make sure you are in the **80 column mode** and then type the following text shown in boldface. If you make a typing error, simply use the cursor control keys to move the cursor and then overtype the error.

With Fleet System it is not necessary to press <RETURN> at the end of every line. When you enter text in standard paragraph form you normally press <RETURN> only at the end of each paragraph. In this exercise, press <RETURN> only when specified.

Please be sure that the screen is clear of any text. If this is not the case, PRESS <FCN> e a <RETURN> then PRESS the <HOME> key twice to assure that the cursor is at Line 1 Column 1.

Please note that it is a special feature of Fleet System to automatically insert a "forced space" (which appears as the underline character) when there is more than one blank space in a row. This ensures Fleet System formats your text correctly.

Now please TYPE the following text:

**Fleet System has advanced capabilities that really are worth investigating. These features will certainly benefit you in your daily word processing.<RETURN>  
<RETURN>**

**When editing text, you have the choice of operating in an 80 or 120 column text width. This flexibility allows you to choose the width of display which best suits your word processing application. The 80 column display allows you to easily create text in standard paragraph form. The 120 column display option is ideal for setting up columns of text.<RETURN>  
<RETURN>**

The "Preview" feature allows you to view on the screen what your document will look like in its final form before printing it. For your convenience the Preview feature will display your text in 80 columns but also allows you to display documents up to 120 columns in width because of horizontal scrolling. <RETURN>  
<RETURN>

Other advanced features include automatic merging of information to create mass mailings of letters, powerful mathematical capabilities and an automatic search-and-replace feature. Time spent exploring these advanced features is time well spent.<RETURN>  
<RETURN>

Please place your cursor in the "home" position by PRESSING the <CLR/HOME> key twice. Now that these four paragraphs have been typed on the screen, we can manipulate this text using the versatile "Function Mode" of Fleet System.

## Overtyping Characters

The simplest way to edit existing text is by overtyping it. To see this feature, ensure that the cursor is on the letter "F" in the word "Fleet", and overtype the "F" with a capital letter "X".

## Delete Character

Your cursor should now be located to the right of the "X" just typed. To delete a single character, please PRESS the <INST/DEL> key, located at the top right hand corner of your keyboard. The "X" will be removed from your screen, and following text will move to the left to "fill in".

## Insert Character

To insert a single character into your text, PRESS the <SHIFT> and <INST/DEL> key once. A blank space will be inserted in front of the letter "I". With your cursor still located on this blank space TYPE the capital letter "F".

## Insert a Line

In order to insert a blank line at the cursor's line position, PRESS the <FCN> key, then PRESS the <SHIFT> and <INST/DEL> key. Now exit from the "Function" Mode (the highlighted "F" on the Status Line tells you that you are in the Function Mode) by PRESSING <FCN>.

NOTE: If you wish to exit from Function Mode at any time, or to cancel any Function Command, simply press <FCN>.

## Delete a Line

To delete the blank line just inserted, place the cursor anywhere on that line and PRESS <FCN> <INST/DEL>. Then PRESS <FCN> to exit Function Mode.

## Insert Mode

At this time we would like to insert some text in the middle of existing text. "Insert" Mode is ideal for this application. To enter Insert Mode, PRESS the <F3> key. This will cause the "I" on the Status Line to light up. Move the cursor to the first character in the first sentence. Now please TYPE the following:

**Fleet System has many features that will make text editing quite easy.**

Notice that text to the right of cursor is not overwritten, but rather moved to the right to allow the insertion of

text. Before exiting from Insert Mode, try using the cursor keys and the <INST/DEL> key. You will find that these keys operate normally, even though you are in Insert Mode. To exit from Insert Mode PRESS the <F3> once again. (Notice that the "I" is no longer illuminated once you exit Insert Mode.)

## Shift Mode

This next feature concerns the Fleet System Shift Mode, which when accessed produces all capital letters without the use of the <SHIFT> key.

Place the cursor on the letter "w" of the phrase "word processing" appearing in the last sentence of this paragraph. PRESS the <F5> key (notice the "s" on the Status Line will highlight). Now TYPE the words WORD PROCESSING in the same character positions. Notice that the characters typed are in upper case. Now PRESS <F5> to exit from the Shift Mode.

## "Find" a Word

The "Find" feature is useful for locating a word (or string of words up to 44 characters in length) located in your text. Fleet System searches for occurrences of the desired word starting at the cursor position. Since we wish to begin at the top of the text, PRESS <CLR/HOME> twice to move the cursor to Column 1, Line 1. Then PRESS <FCN> f (for find). The prompt Search for: ok should appear. At this time, TYPE the word features since this is a word we will seek to find in our displayed text. Once the word "features" has been typed, PRESS <RETURN>.

To answer the prompt that will now appear, "Search (l/g) ?", PRESS the letter l for local. The term "local" instructs the system to perform a Fleet System function within just the text in computer memory.

After you press the letter "I", notice that the cursor jumps to the first character space after the first occurrence of the word you want to find. By PRESSING <FCN> h, the cursor will "hunt" for the next occurrence of the word "features". To continue "finding" this word, keep PRESSING <FCN> h as many times as needed. When the system cannot find any more occurrences, the cursor will be placed at the right hand side of the last line of text.

Fleet System also allows you to perform a Global Find. This function will be covered in Section 6.

NOTE: It is also possible to use the question mark as a "wild card" in entering text to find. If you ask Fleet System to search for "t??t" the words "test", "text" etc. will all be found.

## Search and Replace

With this function you can automatically replace any word or words up to 44 characters in length with another word or words up to 44 characters in length. As with the Find function, a Search and Replace operation begins at the cursor position.

The text you have typed on the screen contains the word "features" in a couple of places. For practice, let us now have Fleet System search for the word "features" and replace it with the word "benefits".

As a first step, "home" the cursor by PRESSING <CLR/HOME> twice. To activate the Search and Replace function, PRESS <FCN> @. The Status Line will show "Search for: features". Fleet System remembers the last word you asked it to look for (this includes the word searched for even using the Find feature). This time you also want to look for the word "features". Since this word is already on the Status Line, all you need to do is PRESS <RETURN> to tell Fleet System that this is the word we are searching for.

Fleet System now asks you: "Replace with:" Please TYPE **benefits** <RETURN>. Since the text you want to correct is all in computer memory, PRESS the letter **l** for local, and the Search and Replace will be done only in the file currently in the computer memory. Any Search and Replace function can be stopped by pressing <FCN>. When the Search and Replace has been finished, the cursor will be located on the right hand side of the last line of text.

Fleet System also allows you to perform a Global Search and Replace operation, which affects text files stored on diskette. This function will be covered in Section 6.

## The Range Function

The Range Function is used to move, copy or delete portions of text consisting of words, sentences, columns or lines.

### Setting a Range

The first step is to always define the portion of text that will be used. This is called "setting a range."

Since our objective in this lesson will be to move the third paragraph between the first and second paragraphs, we will first set a range to include the third paragraph. To define this range, place the cursor on the first character of the third paragraph and PRESS <FCN> **r**. Then PRESS **l** to select "lines". Now, move the cursor down to highlight all the lines in the paragraph, including the blank line after the paragraph. PRESS **c** to "cut" the range. This is necessary because we do not want this paragraph to remain where it is.

## Pasting the Range

Now that we have set the range and cut the text from the original location, we want to paste it to the new location. Place the cursor on the first line of the second paragraph and PRESS <FCN> p for "paste". The text that was set in the range is instantly placed at the cursors location.

## Copy a Range

If you want to copy a range from one location to another without erasing it from the original location, simply do not use the "cut" option as we did in the above example.

## Erasing (Cut) a Range

To erase or cut a range of text from a document, simply set a range on the portion of text in question and then select the "cut" option.

### Helpful Tips:

1. Even though in our example we set a range which included full lines of text, it is just as easy to move or copy words, sentences or even columns. **NOTE:** When you transfer or copy a column range, it will overwrite whatever text is already at the location where you want to place the range.
2. Fleet System has the ability to transfer or copy a range into the extra text area or you can even recall another file and place the range in the new file. This feature will make more sense to you later on.

The Range feature is one of the most powerful and useful features in any word processor, so take some extra time to experiment with it.

## Paragraph Split/Concat

In Fleet System it is very easy to split or join paragraphs. To split a paragraph, place the cursor at the desired position and press <RETURN>. To join (concat) two paragraphs, simply delete the <RETURN> marker which separates them.

## Erasing to End of Text

We have finished working with our text. At this point, to explore two new additional features, we will erase first the end portion of the text and then the entire remaining text.

Position your cursor anywhere you like in the middle of the text on your screen. To erase from that point, first PRESS <FCN> e (for erase). Then PRESS e (for end) <RETURN>.

## Erasing All Text

For this operation it does not matter where the cursor is positioned. To clear the screen of all text, PRESS <FCN> e a ("a" for all) <RETURN>.

## Tabs

Fleet System gives you a choice of two kinds of tab stops, Regular and Numeric. The horizontal line separating the Status Line area from the Text Area is where current tab stops are displayed. It is called the Tab Indicator Line.

Do not use the Tab feature to create outlines. We have two commands which are discussed in Section 4 which are specifically designed to make doing outlines a snap.

## Regular Tab

Regular tab stops are similar to those on any typewriter. They can be created by moving the cursor to the desired column and giving the command `<SHIFT> <TAB>`. An "up-arrow" will appear on the Tab Indicator Line. (The cursor can be on any line of the screen when this command is given and the command will have no effect on any text already on the screen.)

Try setting a regular tab stop in column 12. Move your cursor to column 12, keeping your eyes on the "C=" indicator at the top right of the Status Line. PRESS `<SHIFT> <TAB>` (located at the upper left corner of the keyboard). An Up-arrow will appear on the Tab Indicator Line. Now to see if it works, return the cursor to column 1 and try PRESSING `<TAB>`, once.

Now let's get rid of or "clear" this tab stop in column 12. PRESS `<FCN> <TAB>` and the "up-arrow" on the Tab Indicator Line will disappear. The important aspect to keep in mind when clearing a single tab stop is that you need to place the cursor in the column where the tab is located.

Now set tab stops in columns 10, 20, 30, 40, 50, 60, and 70. Then PRESS the `<TAB>` key several times to see what happens.

You can clear ALL the tabs with a single command as well. Try this feature by PRESSING `<FCN> <SHIFT> <TAB>`. The Tab Indicator line should now be cleared.

If you happen to press `<TAB>` when no tabs have been created, you will get an error message stating "No tabs set".

## Numeric Tabs

The other type of tab stop that can be created is the "Numeric" Tab. This type of tab allows you to right align columns of numbers. Since experience is the best teacher, let's give this feature a try.

Move the cursor to column 15 and create a "Numeric" tab stop by PRESSING <FCN> n (for numeric). A "block" symbol will appear on the Tab Indicator Line at this column location. Now set Numeric tab stops at columns 30, 45 and 60. PRESS <TAB> to jump the cursor to the first Numeric tab stop (at column 15).

**NOTE:** When using Numeric tabs, DO NOT place these tabs any closer than 12 columns from each other.

Since you have used the <TAB> key to place the cursor in column 15, the "N" on the Status Line should be lit (this tells you that you are in the Numeric Mode). Now TYPE \$1,536.45 See how Fleet System aligns figures to the left of the Numeric Tab.

At the second tab, TYPE (294.48), (including the round brackets). At the third tab, TYPE -12.65 To finish the line at the fourth tab, TYPE 1377.21- Your line should look like this:

1,536.45            (294.48)            -12.65            1377.21-

The symbols \$ ( ) + - , and . are accepted in the Numeric mode, the "." being recognized as the decimal point. A negative figure may be indicated by any one of three methods: parenthesis around the number, a minus sign before the number, or a minus sign after the number. Commas may be used to separate groups of 3 figures. When we total these columns at the end of this exercise with Fleet System's math function, if the total is negative then the total will be printed in the same format as the last negative figure in the column.

## Addition and Substraction

Using the <TAB> key again, add a second line of figures as indicated below:

\$510.95-	1329.02	115.59-	3754.68
-----------	---------	---------	---------

To total the first column use the tab key to move the cursor to the line just below the last entry in the first column. Now PRESS <FCN> = and then t (for text). Do likewise with the other three columns and your results should look like this:

1536.45	(294.48)	-12.65	1377.21-
\$510.95-	1329.02	115.59-	3754.68
1025.50	1034.54	128.24-	2377.47

When you are calculating columns of numbers the position of the cursor is of prime importance. In order to successfully perform arithmetic operations on columns of numbers your cursor must be positioned at the column's Numeric tab location by pressing the <TAB> key. Moving the cursor in any other manner will cause you to exit Numeric Mode. Calculations will only be performed when you are in Numeric Mode which is evidenced by the highlighted "N" on the Status Line at the top of your screen.

There are three different conditions you may encounter when totalling columns of numbers:

1. Suppose you want to total all the numbers from the top of the file right down to the position of the cursor. Just do as you did in the example above and select the "text" option.
2. If you want to total only some of the numbers in the column, define the lines containing those numbers as a "Range" with the commands <FCN> r l <CRSR DOWN> and <RETURN>. Now when you call for the total with <FCN> = and Fleet

System asks you "Range or text?", you should reply by pressing r. Only the numbers in your range will be totaled.

3. Suppose your file already contains text and scattered through it there are various numbers. Now you want Fleet System to add the columns say from line 25 on. If you declare line 25 only, as a Range and ask for the total as in step 2, only the numbers from line 25 on will be totaled.

You will have to repeat setting the Range for each column you want to total.

Here, as always, practice is the tool for learning. Give each step mentioned above a try if you have time.

Numeric tab stops are cleared in the same way as Regular tab stops. The command <FCN> <TAB> will clear out a single tab stop in the column where the cursor is located and <FCN> <SHIFT> <TAB> will clear all the tab stops.

When you are finished working with this section, please "clear all" the Numeric tab stops from the Tab Indicator Line by PRESSING <FCN> <SHIFT> <TAB>. Then "erase all" the text from your screen by PRESSING <FCN> e a <RETURN>. Now either take a break or continue onward to Section 4 - "Format Commands".

\* \* \* \* \*



## Section 4 FORMAT COMMANDS

Whatever the purpose for your word processor, your final goal is as "clean and professional" a print-out as possible. You will certainly want neat and consistent margins, well centered titles and headings, and reliable spacing. On a regular typewriter, all these things are mostly done through "trial and error" unless you are an experienced typist. With Fleet System you embed "format commands" into your text so that your word processor will do these things for you, automatically.

As Fleet System processes your text for printing (or for preview on the screen), it interprets the format commands you have inserted and automatically sets the margins, spacing, headings and/or other formats in your document. The section that follows will explain Fleet System's "embedded format commands". It will be helpful for you to recall the file named "sample 1" from your Program diskette. To recall this file, first ensure that the cursor is in the "home" position by pressing <CLR/HOME> twice. Then, to recall the file:

**PRESS <SHIFT> <CLR/HOME> simultaneously, then PRESS r and TYPE sample 1 <RETURN>**

You will notice that the first few lines of this file contain many of the format commands necessary for shaping the output of "sample 1". The examples in the following section will explain their function.

Format commands are always preceded by a Format Command Mark at the very beginning (column 1) of the screen line. The Command Mark appears as a checkmark and is created by pressing <SHIFT> <F1> or the <ESC> key. Note that format commands may be entered between paragraphs of text as well as at the beginning of a file. However, format commands must always be at the beginning of a line, preceded by a Format Command Mark in the first column.

More than one format command can be placed on a line if all commands are separated by a colon (":"). Format commands can also appear on the same line as text as long as the last format command is separated from the text by a semicolon (";"). This will be helpful to you if space becomes a factor in your files.

Please note that in addition to being able to place format commands throughout your text, you can also set several command "defaults" on the Default Values Menu. A default simply means that if no command is entered in the text, the value on the Default Menu will be used. This means that for many of your documents it will not be necessary to enter any format commands at all! The Default Values Menu is accessed by pressing <FCN> v.

Below is a complete discussion of all the format commands which can be used.

**COMMENT LINE - Format Command Mark + cm: + comments**

This format command allows you to enter any notes or comments, which will not be printed when a printout is ordered. The comments may be up to one screen line in length. This format command is normally entered on a screen line by itself.

The first line of any text file should be a comment line specifying the title of the file. This identifies the file by name and allows easy use of the "Screen Read" method in re-storing the file. (See the section on File Management.)

The file named "sample 1" begins with the comment line:

**cm:sample 1 <RETURN>**

**LEFT MARGIN** - Format Command Mark + lm + number entry

To set the left margin for your document, the "lm" command followed by a number from 1 to 163 specifies the width of the left margin on printout. The left margin value must be less than the right margin. A default left margin can be entered on the Default Values Menu.

The `lm10` entry in the format command line `lm10:rm75:tm6:bm6:pp66` sets the left margin in the file "sample 1" to 10.

**RIGHT MARGIN** - Format Command Mark + rm + number entry

This command will set the right margin to any value from 2 to 164. The right margin must be greater than the left margin. A default right margin can be entered on the Default Values Menu.

The `rm75` entry in the format command line `lm10:rm75:tm6:bm6:pp66` sets the right margin in the file "sample 1" to 75.

**INCREMENTAL MARGINS** - Format Command Mark +lm/rm + number entry

In addition to being able to set left and right margins, you can also set incremental margins. For example, if you want to increase your left margin by five you can enter the command `lm+5`. All the text following this command will be positioned five spaces to the right of the existing margin. What's more, you can also use negative numbers (e.g., `lm-5`.) This would decrease the existing left margin. This feature can also be used with the right margins.

**PAPER LENGTH - Format Command Mark + pp + number entry**

There are many different types of paper used for printing. You must use the "pp" command at the beginning of every document or on the Default Value Menu to specify the type of paper you are using. The standard paper sizes you will find on the market are the 66 line North American standard (8 1/2 x 11) and the 72 line (12 inch) international standard. A "pp" command followed by a number specifies the number of lines (single spaced) that your paper will hold. Fleet System will then terminate the pages for you at the right places. A default page length can be entered on the Default Values Menu.

The pp66 entry (following a Format Command Mark) in a format line near the top of "sample 1" sets the paper length at 66 lines. If you set the paper length to 0 (pp0), Fleet System will print continuously without top margin, bottom margin, headers, footers or page breaks.

**TOP MARGIN - Format Command Mark + tm + number entry**

Most pages will require a top margin. The "tm" command followed by a number will specify how many blank lines to leave at the top of the page before printing begins. If there is a header entry on the page, it will be printed within the top margin. A default top margin can be entered on the Default Values Menu.

The tm6 entry in the format command line near the top of "sample 1" will leave 6 lines between the top of every page and the first line of text when "sample 1" is printed.

**BOTTOM MARGIN - Format Command Mark + bm + number entry**

The "bm" command specifies how many blank lines to leave at the bottom of each page of your document.

Please note that if you use a footer command, it must be able to fit within your bottom margin. In other words, if you use a footer, you must have a bottom margin of at least one. A default bottom margin can be entered on the Default Values Menu.

The **bm6** entry in the format command line near the top of "sample 1" sets the bottom margin at the value of 6.

#### **SPACING OF LINES - Format Command Mark + sp + number entry**

This command will produce single, double or triple line spacing just like a regular typewriter. The only numbers accepted following this command are 1, 2, and 3. Note that Fleet System will continue to produce pages of the length specified in the "pp" whatever the value of "sp". A default value can be entered on the Default Values Menu.

The **sp2** command (following a Format Command Mark) between paragraphs in "sample 1" turns on double line spacing at that point in the text.

#### **PITCH - Format Command Mark + pt + number entry**

This command allows you to control the spacing per horizontal inch. Standard pica spacing, "pt10", is 10 letters per inch. If you do not enter a "pt" command, Fleet System will print at 10 pitch. Elite spacing, "pt12," is 12 letters per inch. Fleet System will accept any number from 1 to 19. You may want to try them all to see which ones your printer will accept and which are useful to you. Pitch 1 and 2 are usually defined as start and stop Near Letter Quality mode. Pitch 3 and 4 turn on and off Emphasized mode. Pitch 13 and 14 are used for Italics; pitch 18 and 19 will produce Micro characters or colored characters. A default pitch can be entered on the Default Values Menu.

The **pt10** entry in a format command line near the top

of "sample 1" says to set the letter spacing in "sample 1" to 10 letters per inch until further notice.

**CAUTION!** A change in letter spacing gives a different meaning to the right and left margins already defined. At "pt10" an "lm10" entry creates a one inch margin. At "pt15", it takes an "lm15" entry to make a one inch margin.

**FORM ADVANCE** - Format Command Mark + fa + number entry

It is also possible to vary the vertical spacing between printed lines. The "fa" command followed by a number (4, 6, 8, 10) will set spacing for your printer. Not all values will be accepted by every printer. You will have to do some experimenting to find out what your printer can reproduce.

The **fa8** command (following a Format Command Mark) embedded towards the bottom of "sample 1" causes following text to be printed at 8 lines per inch.

If you do not include an "fa" command in your file, its value will default to 6, which is 6 lines per inch, as on an ordinary typewriter. The default value can be changed on the Default Values Menu.

Beware! The use of non-standard "lines per inch" will affect the "pp" command. It will also change the effect of "tm" and of the number of lines associated with the commands "hd", "ft" and "fp" (header, footer and finish page).

**LINE ADVANCE** - Format Command Mark + ln + number entry

This command is used to insert blank lines in text. For example, the keystrokes "<ESC> ln3 <RETURN>" will create a format command that produces three blank lines when previewed or printed.

This is a space-saving command that is very welcome because computer memory tends to fill up quickly. A "ln3" command (following a Format Command Mark) saves two full screen lines over the alternative, which would be to enter <RETURN> at the beginning of three screen lines in a row.

**NOTE:** the "ln" command is not subject to any "sp" command. For example, a "ln3" command entered in text being double spaced creates 3 blank lines, not 6.

#### **FINISH PAGE - Format Command Mark + fp**

Sometimes you will want the next piece of text to start on a new page regardless of how many lines remain to be printed on the page. The "fp" command is used in this situation.

- 1) With no number following, the "fp" command is definite and unconditional. <ESC> fp <RETURN> says "Turn the page right now".
- 2) If, however, you follow "fp" with a number, you are telling Fleet System to turn the page immediately unless at least the specified number of lines can fit on the present page.

The fp6 command (following a Format Command Mark) near the end of "sample 1" says to turn the page immediately unless at least 6 lines can be printed before arriving at the number of lines determined by the margin commands.

#### **PAUSE - Format Command Mark + ps: + comments**

This command will automatically stop the printer anywhere it is embedded in the document. The only limitation is that it must be embedded on a format command line of its own. It is usually followed by a

message to the operator as in the following example:

**ps:Change to Italics <RETURN>**

The message following this command will display on the Status Line. To resume printing from this point, press c.

**NEXT FILE - Format Command Mark + nx: + name of next linked file**

Because of the memory size in the computer, it is sometimes necessary to "link" files together. This command, followed by the name given to the next file, will enable you to tie these files together on the disk.

The format command **\$nx:sample 2** at the end of "sample 1" tells the computer to start looking for information in the "sample 2" file during a global operation. If "sample 1" is printed globally, or if a Global Search and Replace operation is ordered for "sample 1" the operation will automatically include "sample 2" because of the linking command.

The file name must not be more than 16 characters in length. Also, the "nx" command must be alone on the last line of the file. (Fleet System needs a filename following the "nx:", otherwise it can't go past your current document.) The next file in a series will not be called up unless you ask for it. More on this later in the section on "Printing Text."

These are the basic format commands used in Fleet System. In the Edit Mode, the mode of "sample 1" now on your screen, you don't get the "real" effect of these commands. In order to see their effect, let's "preview" the document by **PRESSING <F7>**. **PRESS <SPACEBAR>** to scroll through the file. Notice that none of the format commands themselves are printed out. If you were to print "sample 1" on your printer, it would look exactly as it does on your screen now.

In addition to the basic format commands, Fleet System offers some more advanced formatting options for shaping your text. These advanced commands are shown in the file "sample 2" on your Program Diskette. To recall this file, first exit the Preview mode by PRESSING <LEFT ARROW> and then <FCN>. Ensure that your cursor is in the home position by PRESSING <CLR/HOME> twice. Now PRESS <SHIFT> <CLR/HOME> r, and then TYPE sample 2 <RETURN>.

#### **JUSTIFY TEXT - Format Command Mark + ju1 or ju0**

On a regular typewritten document, it is almost impossible to "justify" or align text with the left and right margin to produce output in a block form. The "ju" command will instruct Fleet System to align the margins automatically. It will evenly space the words on each line so that the last word is aligned with the right margin.

The preceding paragraph was printed without justification, and you can easily see the difference.

The ju1 command (following a Format Command Mark) at the top of "sample 2" tells Fleet System to begin justifying text. A ju0 command terminates justification.

#### **RIGHT ALIGNMENT - Format Command Mark + ra1 or ra0**

Often you need to align text with the right margin only, for the closing of a letter, for example. Fleet System does this with the "right alignment" command.

The ra1 command (following a Format Command Mark) instructs Fleet System to begin right aligning text, the left margin being left ragged. In a long text this would look strange but for some applications (e.g. date entries) it is a very useful feature. The command ra0 terminates right alignment.

**CENTERING - Format Command Mark + cn1 or cn0**

Text such as titles, headings, or entire paragraphs can be automatically centered between set margins by Fleet System.

The **cn1** command (following a Format Command Mark) turns on centering. A **cn0** command turns it off.

**HEADER - Format Command Mark + hd + number + colon + entry, entry, entry**

This command will print a one line "header" or heading on the top of each subsequent page. The "hd" is followed by a number to specify the number of blank lines to be left between the header and the first line of text. The ":" (colon) marks the start of the wording in the header. Three positions are available for printing header entries - left, center and right. The three parts must be separated by commas and the last must be followed by a <RETURN>. It is not necessary to have entries in all three positions. The general principle is that the first entry is aligned on the left, what follows the first comma is centered, and what follows the second comma goes to the right.

**hd1:PSI,SAMPLE LETTER,Fleet System <RETURN>** will place headers in all 3 positions leaving 1 blank line before the text of "sample 1".

**hd1:.,Fleet System <RETURN>** will put "Fleet System" only against the right margin. Notice the commas in the format. They must be entered to "hold" the place of the first two columns if no text is entered in them.

**HEADER LEFT MARGIN - Format Command Mark + hl + number entry**

If for any reason the left and right margins are changed in a document, the margins for headers and footers will also change unless header margin commands are used.

To keep headers and footers from being affected by temporary changes in margin settings, "h1" followed by a number from 1 to 163 is used.

The h15 command (following a Format Command Mark) at the top of "sample 1" sets the left margin of only the headers and footers to 5 in "sample 1".

**HEADER RIGHT MARGIN** - Format Command Mark + hr + number entry

The right margin for headers and footers can also be set. The command "hr" followed by a number from 2 to 164 will set this margin.

The hr70 command (following the Format Command Mark) at the top of "sample 1" sets the right margin of only the headers and footers to 70.

**FOOTER** - Format Command Mark + ft + number + colon + entry,entry,entry

The format command to create one line of descriptive text at the bottom of every page is similar to the one used for headers. The only difference is that the number entry following "ft" specifies the number of blank lines to be left between the footer and the bottom of the page. Again, be sure to include two commas in specifying the text entries.

ft1:PSI,Sample Letter,Fleet System <RETURN> would print footers in all three columns. The footer entries would be printed on the second line above the bottom of the page, because of the number 1 entry following "ft", which specifies 1 blank line.

The format command ft1:.,Page <> <RETURN> (following a Format Command Mark) will print "Page" and the appropriate page number in the right hand column. When the <> symbol appears in either the header or the footer, Fleet System replaces it with a

page number that increases by 1 each time a page is turned. Unless you specify otherwise, page numbering will begin at "1".

**PAGE NUMBER** - Format Command Mark + p# + starting page number

This command tells Fleet System that you want to start your page numbering at something other than "1".

The command p#12 (following a Format Command Mark) will start page numbering at "12". As mentioned above, Fleet System will insert page numbers in headers or footers at the symbol "<>".

**MARGIN RELEASE** - Format Command Mark + ma + number entry

Often it is necessary to start printing to the left of the left margin for outlines and other applications. The "ma" command followed by a number between 1 and the current left margin value will "outdent" the text of only the first line after it by that number of spaces. You may have noticed that in the text you are now reading the topic headings extend beyond the left margin. This was done with an "ma3" command.

A command of ma5 (following a Format Command Mark) says to start printing 5 characters to the left of the left margin.

## THE INDENT/OUTDENT COMMAND

This is an additional format command that lets you indent or outdent paragraphs throughout your file automatically until you shut off the command. This command is great for outlines or documents where you need to number the paragraphs.

For example, to indent the first line of each paragraph, use the command with a positive number. (e.g., in+5

will automatically indent the first line of every paragraph five spaces until you enter an `in0` command)

To outdent the first line of each paragraph, use the command with a negative number (e.g., `in-5` will automatically outdent the first line of each paragraph until you enter `in0`).

## LINE FEED COMMAND

For most printers you will not have to use this command, especially since the Auto Line Feed option in the Default Values Menu is designed to cover the same need. If your printer types over and over on the same line, place an `lf1` command (following a Format Command Mark) at the beginning of every text file. If your printer gives you double-spacing when you call for single spacing, place an `lf0` command (following a Format Command Mark) at the beginning of every file.

## Printing the Text to the Screen

As with the basic format commands, the advanced format commands will not affect text in the edit mode. Let's look at the output of "sample 1" and "sample 2" on your screen.

**PRESS <FCN> o g v Then TYPE sample 1 <RETURN>**

This will give you a "global preview" of the two files ("sample 1" and "sample 2") on the disk.

## Space Saving

For the sake of simplicity, as we have described the various format commands we have suggested placing only one command on a line. But since a whole series of commands can be used for any document, it is more economical use of space to group them together, separating them with colons. A typical string of commands at the beginning of a text might be:

**lm10:rm70:tm6:bm6:pp66:pt12 <RETURN>**

If space saving is an important factor, commands and text can be placed on the same line. The commands must be at the extreme left of the line, followed by a semicolon separating the last format command from following text. Here is an example.

**cn1;CENTERED HEADING <RETURN>**

## Priority of Commands

Three commands have been mentioned that have to do with the right margin of your text:

**"ra" -- right alignment**

**"cn" -- center**

**"ju" -- justify**

If the three are active at the same time, Fleet System will disable "cn" and "ju", giving "ra" the priority. In the absence of "ra" (when "ra" is 0), "cn" takes priority over "ju".

## Special Printer Features

Some printers are capable of reproducing other than just "normal" text. The special features available on some printers include non-standard characters, underlining, and doublestrike printing as well as subscripting and superscripting. Some of these features are not available on all printers. If these features are functions of your printer and cannot be accessed with the following commands you may need to refer to the Appendix titled "Accessing Special Printer Features."

## Underlining

This feature is used to underline certain parts of your text. When you want to underline something, you tell Fleet System right in the text where you want the underline to start and where you want it to end.

To turn on underline press <FCN> ":"

To turn off underline press <FCN> ";"

The underline on and off appears as two small symbols on the screen. However, when you Preview (F7) the document, the actual underlining is displayed on the screen. Please note that underlining is automatically terminated at the end of any paragraph.

## Doublestrike printing

This feature is used to produce doublestrike printing.

To turn on doublestrike press <FCN> 8

To turn off doublestrike press <FCN> 9

The doublestrike on and off will appear as two small symbols, however, when you Preview (F7) the document you actually see the doublestrike on the screen. Please note that doublestrike is automatically terminated at the end of any paragraph.

## Superscripts and subscripts

This feature is used to perform superscripts and subscripts. Please note that this feature is not supported on all printers. Check your printer manual for details.

To turn on superscripting, press <FCN> 4. The superscript symbol on the screen is an underline character on the upper portion of the line. It affects only the first character following the symbol.

To turn on subscripting, press <FCN> 6. The subscript symbol is an underline character that appears on the lower portion of the line and it too affects only one character.

Superscripting is useful for footnoting. The two commands can also be used to produce equations or formulas.

## Forced Space

When you ask Fleet System to justify text (with the command "ju") it adds spaces between words until the line is long enough to reach the right margin. You can, however, as you are typing in text, use the command <SHIFT> <SPACEBAR> to create a "forced space" between two words which will tell Fleet System to treat the two words as though they were a single word. A symbol will appear on the screen but it will print out as a normal space.

The two effects of the forced space are that the words separated by a forced space:

- 1) will never be separated by more than a single space
- 2) will never be divided at the end of a line.

The text sequence word <SHIFT> <SPACEBAR> processor ties the two words "word processor" together as described above.

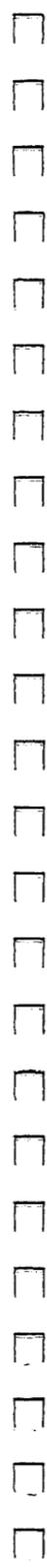
## Soft Hyphen

Fleet System allows you to enter a "soft", or semi-automatic hyphen at the appropriate place in any word in your text. If that word falls at the end of a line, and there is not enough space to write the whole word, Fleet System will divide the word at the soft hyphen, place a real hyphen at the end of the line, and put the remainder of the word on the next line. If the

word falls in the middle of a line Fleet System will print the word without any hyphen at all. In general, it is good practice to enter a soft hyphen in the middle of any long word, as you are entering your text.

The command is <FCN> - and the symbol on the screen is this same character but is larger.

\* \* \* \* \*



## Section 5 PRINTING TEXT

Up to this point in the manual you have been asked from time to time to print portions of text, without any real explanation of the process. In this section the procedures for printing text will be covered in a systematic way.

As you know by now, the layout of your text when it gets printed is controlled by "format commands". When you enter or edit a document, it contains embedded format commands, which are executed only when you actually print your text. For example, if in Edit Mode your text contains the format commands "lm10:rm70", the commands themselves will not be printed when you print your text. Instead, these two commands will cause the words of the text to be printed with a left margin of 10 and a right margin of 70.

It is helpful to realize that your text can be printed from either of two different sources, and that it can be printed at either of two destinations.

The "source text" for printing may be either text in computer memory (currently visible on your screen), or text stored on diskette in one or more text files.

If you order a "global" printout, you are ordering printout of text files stored on diskette. As each file is printed, the disk drive will automatically recall the next "linked" file to Computer Memory and then the file is sent to the printer. It is important to note that any text contained in Computer Memory (displayed on the screen) will be destroyed when performing a "global" print-out.

If you do not specify "global" you are ordering a printout of the text file currently in computer memory.

The "destination" of your printed text may be either your printer or your video screen. That is, you may print your text using your printer or you may "preview" it by ordering a video output to the screen. If you specify "video" or if you press the <F7> key, your text is printed on the screen. Otherwise, it is printed by your printer.

## Page by Page/Continuous Printing

In addition, you can perform printing "page by page," so that your printer halts after printing each page. This is needed when you are hand feeding individual sheets of paper. Or you can specify "continuous" printing, so that your printer continues printing page after page without stopping. This is useful when you have continuous tractor-feed paper.

In order to have a good example text file to work with, please now recall into computer memory the file "sample 1". To do this, first "home" your cursor to the top of the text area by PRESSING the <CLR/HOME> key twice. Then, to actually recall the file, first PRESS <SHIFT> <CLR/HOME>. Next PRESS r for Recall. Then TYPE sample 1 <RETURN>.

## Ordering a Printout

To order any kind of printout, the first step is generally to enter "output mode", by pressing "<FCN> o". (The only exception is the case of "preview" video printing of text in computer memory to the screen, which can be done directly by pressing <F7>.) After you press "<FCN> o" the message "Output" will appear on the Status Line, followed by several letters.

## Printing on single sheets

After you have entered the output mode with the command "<FCN> o", pressing the letter "p" will cause a single page of the on-screen text in computer memory to

be printed. The printer will halt after printing one page (even if there is more text to print) to allow you to insert another sheet of paper. To continue printing once the next sheet is in position, you need to press the letter "c".

## Printing on continuous paper

If you have "continuous" paper (e.g. tractor feed paper) you should order a "continuous" printout so that your printer does not halt after printing each page. To output continuously to the printer, press <FCN> "o c p".

## Halt printing

At any time while text is being printed you can tell Fleet System to stop sending text to the printer, by pressing the <LEFT ARROW> key (due to hardware design, it is sometimes necessary to press the keys more than once). The <LEFT ARROW> key is located on the upper left hand corner of the keyboard. If the printer itself has a large buffer memory it may not halt for some time. In this case you may find it more satisfactory to halt the printing by switching off the printer or press the pause button on the control panel. You can restart printing by pressing the letter "c" on the computer keyboard, or by pressing the RESET button on the printer's panel if you halted it there.

If you have halted the printing operation with <LEFT ARROW> and do not want to restart it, you can return to Edit Mode by pressing <FCN>. Therefore, the key sequence for "stopping" a printout and returning to Edit Mode is <LEFT ARROW> <FCN>.

## Printing the document in memory

At this point let us print "sample 1" (which is now on your screen) one page at a time. First ensure that your printer is connected and powered on. Now PRESS <FCN> o p. After the first page is printed, your printer

will halt. At that point, roll another sheet into position (if necessary) and PRESS **c** to print the next page. Repeat the process until the entire file is printed.

## Printing multiple copies

Using the "multiple copies" feature, you could print several copies of the same document. In fact, you can print up to 255 identical copies of a document. To access the multiple copies feature you would press **<FCN> o n**. The prompt "Number of copies?" will display on the Status Line. Answer by typing the desired number of copies you want and then press **<RETURN>** to confirm. As the printing proceeds, a number to the left of the "P=#" indicator in the Status Line indicates the number of copies still to be printed.

## Printing to Video

It is always a good idea to "preview" text by printing it to the screen before committing it to paper in case any format errors or poor page divisions are present. You can then correct them before using any paper.

There are actually two separate ways to order a video printout of a text file present in computer memory. One way is to press the **<FCN> o v** sequence. There is also a simpler way to "preview" the file in computer memory - using the **<F7>** key.

With "sample 1" still displayed on your screen, please PRESS **<F7>** right now. To shift the text left or right, use the **<CRSR LEFT>** and **<CRSR RIGHT>** keys to scroll the screen horizontally.

To scroll the text upward, simply press the **<SPACEBAR>** key. The text will scroll as long as the key is held down. It is not possible to scroll the text downward when printing to the screen. To terminate a video printout and return to Edit Mode, press **<LEFT ARROW> <FCN>**.

You have now seen how the letters "C", "V", "N" and "P" on the Output indicator on the Status Line are used. Here is what the remainder of the letters mean:

- "L" -- says to insert information from a list in the Extra Text area into "variable blocks" in Main Text.
- "F" -- is for starting print from a selected page number.
- "S" -- says to insert information from a sequential file into "variable blocks".
- "G" -- initiates a global operation on a whole series of files.

## HOW TO CREATE LONG DOCUMENTS

Fleet System allows you to enter approximately 15 pages of text into a single file. There may be times, however, when you will wish to create a document longer than this.

It is simple to create a longer document. Instead of entering all the text in a single text file, you enter the text into two or more separate text files. And you enter special commands to "link" the files together when printing is ordered.

The two files you have been working with, "sample 1" and "sample 2", are examples of linked files. At the bottom of "sample 1" there is a format command (beginning with a Format Command Marker) "nx:sample 2 <RETURN>". This command links "sample 1" to "sample 2".

When you wish to print a series of "linked" files, you need to order "Global Printing", as discussed immediately below.

## Global printing

After you have entered the output mode, just before you tell Fleet System where to print, you can press the letter "g" to call for global printing. That is, you can order the printing of a whole series of files linked with "nx:" commands. When ordering a global printout, you need to specify (among other things) the name of the first file in the series.

After you press "g" and select video or printer, Fleet System will ask you "Global at:" and that is the time to type in the name of the first file in the linked series. Here is the whole series of commands you could use:

**<FCN> o g c p first file <RETURN>**

This will "global print" continuously on paper a series of linked files starting with the file named "first file" which is stored in the default drive

**<FCN> o g v first file <RETURN>**

This will global print to the screen a series of linked files starting with the file named "first file" which is stored in the default drive.

## Starting printout from a page

Any time that you wish to initiate printing from a selected page (rather than the first page of the document) you can select the page to begin from by entering an "f" followed by the page number to start from (and then a <RETURN>) immediately before pressing "v" for Video or "p" for Printer.

For example, suppose that you wanted to print the text file now in computer memory onto your screen, starting with the third page. You should first press "<FCN> o f". At this point the "F" on the Status Line would

highlight and the prompt "From Page?" would display. In response to this prompt you would type 3 (the page to start from) and press <RETURN>. Then you would type "v" for video as the printing destination.

As a practical example, let's now try printing some text from the linked files "sample 1" and "sample 2" to the printer, starting from page 3. To do this, please PRESS <FCN> o g c f 3 <RETURN> p Then TYPE sample 1 <RETURN>. In a few moments your printer will begin printing the text, beginning at page 3. Of course, printing can be ended at any time by pressing <LEFT ARROW> <FCN>. The capability to print one or more pages of your own selection allows easy editing and reprinting of any portion of a long document.

## Order of printing commands

The output commands must be given in the following order:

1. <FCN> o to enter output mode -- always
2. the letters/numbers l s g c -- if used
3. the letter n with its number  
<RETURN> or the letter f with  
its number <RETURN> -- if used
4. one of the letters p v -- always

As previously mentioned, a video printout (preview) of the text in computer memory can also be ordered directly by simply pressing the <F7> key.

At this point you can take a break or continue on to the next section.

\* \* \* \* \*



## Section 6 OTHER GLOBAL FUNCTIONS

With this section we are going to perform some special Fleet System functions which will clarify the two different ways that Fleet System files can be edited - "locally" or "globally".

Previously in this User's Guide, we have worked with text within a single file. Performing Fleet System's operations on just a single file is called performing a "local" operation. The term local is used because you are only editing text within a single file displayed on the screen.

Now that you have just about mastered editing files "locally," this section will concern certain "global" functions that can be easily performed. The term "global" means that a Fleet System function can work upon more than one file stored on diskette, as long as the files are "linked" together by means of a special format command called the "next file" command. Near the end of the section just covered (Section 5 "Printing Text"), we printed the two files "sample 1" and "sample 2" globally. By ordering a "global" printout starting with "sample 1" we printed both files, because the files were linked by an "nx" command.

Suppose that you are writing a document the size of this User's Guide. It is immediately obvious that the whole guide will not fit in Main Text. Somehow, you must be able to have multiple files on disk which can be connected together and treated as a single file so that certain Fleet System functions can be performed on the entire document.

To do this, you would first enter text until you nearly filled the Main Text area. A good place to stop would be around 30 or more lines from the bottom of the capacity of the Main Text area. Then you would enter

an "nx:" format command specifying the name of the "next file" that this file will be linked to. Then you would store this file, clear the screen and begin typing in the next file.

To create the "next file" command (also known as a "linking command"), you would: PRESS <ESC> then TYPE nx:name of next file <RETURN>.

**NOTE:** When creating "linked" files, do enter the "next file" command as the **LAST LINE** in the text file. However, do not put the "next file" command on the last line of the Text Area. We strongly urge you not to fill the entire text area with your text. If you do fill the text area, and the "next file" command is on the last available line of the text area, then the global function you perform will not work properly.

We recommended you stop typing text at about 30 lines from the end of the Main Text area so that you will have plenty of space available to revise and add new text at a later time.

You are already familiar with performing one global function, global printing. Now we will examine some other Fleet System global functions such as Global Find and Global Search and Replace.

## Global Find

**WARNING:** Before using a Global Find function be sure to store the file on the screen, because it will be erased in the course of the operation.

Finding a string of text up to 44 characters long that randomly occurs throughout a series of linked files is easy. For the sake of this exercise, we will perform this global function using the two "linked" files called

"sample 1" and "sample 2". First, PRESS <FCN> and then the f key. This will bring the prompt "Search for:" on the Status Line. If you have not used the "find" function previously, the letters "ok" will appear also. If you have performed the function before, the last word you searched for will be displayed.

Next, you will need to type the word you would like to find. For this exercise, TYPE the word **command** then PRESS <RETURN>.

Immediately, the prompt "Search (l/g)?" will display to give us the option of finding the word locally or globally. Since we are going to globally find the word "command", PRESS the g key.

By pressing "g" (for global), we have told the system that we desire a Global Find. So the system now asks us what global file (in a series of linked files) to begin with. Since we want to start at the file called "sample 1", TYPE **sample 1** <RETURN>. After a brief delay the file will appear on the screen and the cursor will be positioned after the first occurrence of the word you asked the system to find: "command".

To continue finding the many occurrences of the word "command" in this file, PRESS <FCN> h (for hunt). Each time <FCN> h is pressed the cursor jumps to the next occurrence of the word. Keep PRESSING <FCN> h until the cursor is located at the right hand portion of the last line of text file.

At this point, you have finished "finding" the word "command" in the file "sample 1". To continue the "find" process to the next linked file PRESS <FCN> <SHIFT> h. These keystrokes will bring the next linked file onto the screen. And, the cursor will be positioned after the first occurrence of the word "command" in the file "sample 2". Now, to find other occurrences of the word "command" within "sample 2", PRESS <FCN> h.

**NOTE:** The two keystroke sequences "<FCN> h" and "<FCN> <SHIFT> h" have different uses. When you use "<FCN> h" you know that the next (linked) file will not be recalled automatically. This gives you a chance to store any editing changes before moving to the next file. If you use "<FCN> <SHIFT> h" the next file will be recalled automatically if no more instances of the search word(s) remain in the present file.

## Global Search and Replace

With this function, Fleet System will search for one or more words (of your choice) and automatically replace them with one or more words of your choice. In addition, any changes made during a Global Search and Replace operation will be automatically stored on diskette. Up to 44 characters may be entered either for searching or for replacing.

**DO NOT PERFORM A GLOBAL SEARCH AND REPLACE USING THE FLEET SYSTEM PROGRAM DISKETTE.** When using this global function, information is stored onto a diskette. To prevent altering our Program Diskette, we will not perform this function with this diskette. After you have created linked files on a Document Diskette in the future, try this global function. The steps you would follow are listed below:

To start the Global Search and Replace function, press <FCN> @. The prompt "Search for:" will appear on the Status Line. If you have not used the "Find" or "Search and Replace" functions previously, the letters "ok" will also appear. If you have performed either of these functions earlier, the last word you searched for will appear. Next, type the words you want to search for and then press <RETURN>.

Immediately, the Status Line will display: "Replace with:". You should now type in the word(s) with which

to replace the characters you are searching for.

You will then be asked if the "Search and Replace" will be local or global. In response to the prompt "Search and Replace (q/l/g)?" press **g** for global. Next, the prompt "Global at:" appears in the Status Line. This prompt is asking us what global file (in a series of linked files) to begin with. type in the first global filename and press **<RETURN>**. If you first answer "q" (for query) at the prompt, your search and replace fonction is conditional.

After a brief delay, (the disk drive is looking for the file you asked for at this time), this first global file will be brought to the screen. Notice, the system begins automatically searching and replacing all occurrences of the text entered.

When the last occurrence is replaced in the first file, this file will be automatically re-stored (replaced) on the diskette and then the next linked file will be searched and replaced for all occurrences of the text you entered. When the Global Search and Replace function has been completed, the last linked file will be displayed on your screen. Then, the disk drive will stop, and the prompt "finished" will appear on the Status Line followed by the name of the last linked file.

When many linked files are involved, Global Search and Replace can take some time. If you wish to cancel the operation at any time, press **<FCN>**.

\* \* \* \* \*



## Section 7 HELP MENUS AND EXTRA TEXT

### Using the Built-In Help Menus

One of Fleet System's best features is the ability to provide help at any time quickly and easily. Any time you forget how to do something or just can't remember a keystroke, simply press the <HELP> key located at the top of your keyboard. One of two things will happen; 1) If you are not already in the middle of an operation and you press <HELP>, a menu will appear and you can select the category of features for which you need assistance. 2) If you are in the middle of an operation you can still press <HELP> and in this case you will get assistance that is directly related to what you are doing! The HELP function can be used at almost any time and will not affect any of your text on the screen.

### The Extra Text Area

The Extra Text area is a separate work space in computer memory. It can be used to view and edit other files without disturbing or affecting what is in the Main Text area. Anything that can be done in Main Text can also be done in Extra Text. The only difference between Extra Text and Main Text is the size of the text area available. As you have already seen, when loading Fleet System, you are given the option of selecting the column width.

If you choose 80 columns, you will have around 600 lines in Main Text and 40 lines in Extra Text. If you select the 120 column mode, then around 400 lines are available in Main Text and 25 lines in Extra Text.

Switching from Main Text to Extra Text (or vice versa) is a matter of two keystrokes. PRESS <FCN> x a few times and you will see how easy it is to "switch" back and forth between the two text areas. You will find the extra text area to be a very useful tool.

One of Fleet System's most powerful features is the ability to transfer text from Extra Text to Main Text as needed. Frequently used items of information such as names, dates, prices, etc. can be placed in the Extra Text area and inserted in your file as you create it.

Form letters can also be created with "variable block" gaps left for insertion of variable information. These "variable blocks" can be filled "manually" without the use of extra text or automatically using items stored in the Extra Text area.

Again you can access the Extra Text area very quickly with the command <FCN> x, and the same command returns you to the Main Text area.

There are two types of variable items that can be sent from Extra Text into Main Text:

1. Appends:

A screen line or group of lines of text can be individually "appended" or brought into Main Text.

2. Variable Entries for Data Merge

A list of items that can be merged sequentially into "variable blocks" in Main Text.

## APPENDS

It often happens that you may want to use certain words or expressions several times in a document. For example, in this section we have used the term "Extra Text area" frequently. You can use the Extra Text area to define a phrase like this as an "Append". Once a phrase has been defined as an Append, it can be brought into Main Text with just a few keystrokes - a real time saver when a phrase or paragraph occurs repeatedly.

Before continuing, please erase any text that may still be in Main Text by PRESSING <FC> e a <RETURN>. To define an Append, first go to the Extra Text area with the command <FCN> x. The first step in entering an Append is to give it a "nickname", which should be brief. This nickname will be used when it is merged into Main Text. As you will see below, a special symbol is used to designate the nickname.

## Short Appends

If the text to be appended is one screen line or less in length, the nickname should be followed by an equal sign (=) followed by the text of the Append. As an example, please now PRESS <UP-ARROW> rb <UP-ARROW> = Rowan and Berian, Inc. <RETURN>. The <UP-ARROW> key is located on the keyboard next to the RESTORE key. Note that the <UP-ARROW> produces a small vertical line. This will define Rowan and Berian, Inc. as an Append with the nickname "rb". Note that there should be no space between the vertical line and the equal sign.

Now return to the Main Text area by repeating the command <FCN> x. PRESS <FCN> a (for "append"). Then TYPE rb <RETURN> and the entire company name will magically appear.

## Longer Appends

If the text to be appended is more than one line long (a paragraph for instance), the nickname needs to be followed by a <RETURN>, instead of an equal sign. As an example, access the Extra Text area once again. On the second line PRESS <UP-ARROW> then TYPE close and PRESS <UP-ARROW> <RETURN>. Now TYPE Thank you for your time and expertise regarding this matter. If you have any further questions please feel free to contact me directly. <RETURN>

The word "close" is the nickname of the paragraph. There can be several sentences or paragraphs in an Append, provided there is no blank line within the Append.

Now go back to the Main Text area. PRESS <FCN> a and then type close <RETURN>. Your whole paragraph will "magically" appear at the cursor location.

## Data Merge Applications

The Data Merge feature is a convenient method for preparing "personalized" form letters by an automatic process. You will need to prepare the document with a "variable block" in the text where each item will be merged. Very frequently, data merging is used to produce a large number of letters (and/or envelopes or mailing labels) addressed to different people.

One word of caution when using Data Merging. When setting up to merge the variable information, be sure that the variable items and nothing else are present in the Extra Text area. You cannot have any format commands.

In the present exercise we will be using a file titled "merge-letter" which is pre-stored on your Program Diskette. To recall this file into the Main Text area, first ensure that the cursor is in the "home" position by PRESSing <CLR/HOME> twice.

Next, PRESS <SHIFT> <CLR/HOME> r Then TYPE merge-letter <RETURN>.

Notice the "variable blocks" in this letter, which actually appear as blocks on the screen. They are created in text by pressing "<FCN> b".

Now go into the Extra Text area and recall the file called "list". To do this, first access Extra Text. Then PRESS <SHIFT> <CLR/HOME> r list <RETURN>.

This file is nothing more than a list of items that can be inserted into a text file. The symbols which appear in between some of the information serve a special purpose. They are known as "separators", and they are created by pressing "<FCN> <SPACEBAR>". All list items need to be separated by either a "separator" or else a <RETURN>.

"Separators" are useful for conserving space. However, there are limits to how many consecutive <FCN> <SPACEBAR> separators can be used. With long lists of variable items you must occasionally use <RETURN> as a separator. Do not exceed one 120-character line or two 80-character lines.

Go back to the Main Text area where the letter is already recalled and TYPE the command: <FCN> i. This will insert the first group of variable items from the "Sending File" residing in the Extra Text area into the empty blocks of the "Receiving File" (the letter in the Main Text area). To fill the blocks with the next set of variable items, use the command <FCN> i again.

Each variable item from the Sending File is used only once - unless you tell Fleet System that you want to start the list all over again. This can be done with the sequence <FCN> <CLR/HOME>, which will allow us to start at the beginning of the list of items again. Returning to the top of the list is known as a "home data" procedure.

Any time that the variable blocks showing on your screen have been filled, you may either print your text on your printer or "preview" it by printing on the screen. To print to the screen, you would press the <F7> key. To print on your printer, you would press <FCN> o p.

You may "empty" the blocks at any time so that that they can be filled "manually" with new items. To do

this, place the cursor above the first variable block and use the command: <FCN> k several times. The contents of each variable block will be emptied one at a time.

As a practice exercise, try creating some variable items of your own. Remember that Fleet System will read this information from Extra Text in the exact order that it is present. Go back to the Extra Text area by pressing <FCN> x. Move the cursor to the first BLANK screen line after the variable entries already displayed and enter some of your own. Enter any items that you want to insert in the letter. Try separating the items using both methods (<RETURN> and <FCN> <SPACEBAR>). If you examine the text closely you will recognize what kind of items are needed to fill each empty variable block. The first variable block should take a name, the second a street, the third a city, etc. It is essential that you respect the exact "order" of filling the blocks.

Once you have made some entries in the Extra Text area, return to Main Text and try merging them using the <FCN> i sequence. Remember that you can perform a "home data" (return to the TOP of your variable item list) at any time by pressing <FCN> <CLR/HOME> before beginning the merge process.

Another point: the keystrokes "<FCN> <SHIFT> F" will cause the program to find the first variable block and enter Insert Mode. This is useful if you wish to manually type entries where variable blocks are located, rather than perform data merging into the variable blocks.

## Automatic merge-and-print

Many times you will want to fill the variable blocks in your text and print copies automatically, one right after the other. For mass mailings it would be time consuming to check every letter and manually tell Fleet System to print it. To save time, you can instruct Fleet System to print your completed document (including the

items inserted) to the screen or the printer continuously.

To see these functions in operation we will use the file "merge-letter" currently in the Main Text area.

Go to the Extra Text area, with the command <FCN> x. The file in the Extra Text area should be the one named "list". This is the same data we used for manual data merging. We will use this list of variable items to illustrate how to merge and print files automatically.

Now go back to the Main Text area. However, before continuing make sure all the variable blocks are empty. This can be done by pressing <FCN> k if necessary. Also, we want to tell Fleet System to start at the top of the list so PRESS <FCN> <CLR/HOME> and <RETURN>. Now, enter the output mode with <FCN> o. Press the letter l to tell Fleet System that there is a "list" in the Extra Text area, and then v for "video" output to the screen. Fleet System will erase the screen, fill the empty blocks with the variable items in the Extra Text area and print the first completed letter on the screen. To scroll the display upward, PRESS and hold the <SPACEBAR> key. Once the first letter has been displayed, continue to hold down the key. The next letter will begin to appear automatically, after a short delay. After all the data in Extra Text has been used, a line of up arrows will appear at the bottom of the screen. Press <LEFT ARROW> <FCN> to get back to Edit Mode. Fleet System will remove the data from the "variable blocks" putting the letter back into its original edit mode condition.

To print on your printer, you can PRESS <FCN> o l p. This will tell your printer to stop after each page so that you can insert another sheet of paper.

To continue printing, PRESS c. If you have continuous feed paper, you should instead PRESS <FCN> o l c p. With this command, Fleet System will continue printing non-stop until all of the variable information in the

Extra Text area is used. As the blocks are filled in with the text, they are displayed on your screen, then the entire letter is printed. If, for any reason, you need to halt the printing, you can PRESS <LEFT ARROW> <FCN>.

In summary, the normal keystrokes used to perform an automatic merge and print would be:

For page by page printing -- <FCN> o l p  
For continuous printing -- <FCN> o l c p  
Halt printing (temporarily) -- <LEFT ARROW>  
Resume print after halt -- c  
Cancel the printing -- <LEFT ARROW> <FCN>

## Merging in ASCII (sequential) files

Fleet System has a very powerful feature whereby a "sequential file" (a file from a database or mail list program with a "carriage return" after each item of data) can be merged automatically. This is done by selecting "s" after <FCN> o.

Then select a "continuous" or "page by page" output to video or the printer in the normal way.

Fleet System will then ask you for the name of your sequential file. Type in the name and <RETURN>.

Your text will print, merging the data from the sequential file on your disk into the variable blocks in your text on the screen.

This is the feature you would use to merge in a file from Fleet Filer to do a mass mailing.

\* \* \* \* \*

## Section 8 FILE MANAGEMENT

This section will explain Fleet System's File Management functions which include displaying a diskette Directory as well as recalling and storing text files.

The procedures in this section require the use of a separate formatted diskette (in addition to your Program Diskette). If you do not already have a diskette available, please take the time to create one right now. Refer to your Commodore manual if necessary for instructions on formatting a disk. We will refer to this disk as your document diskette. Once you have created a document diskette, please re-load the Fleet System program.

### Listing a Directory

A diskette Directory is a listing of the files which are stored on a diskette. Before continuing, please insert your Fleet System Program Diskette into disk drive 0.

By PRESSING <FCN> 0 (the number 0 for drive 0), we are asking Fleet System to go and get from drive 0, a Directory of the files on diskette. At this point you will always have a choice of what type of files you want to list. User files are actual files created using Fleet System, Sequential files are files that have generally come from another program and Printer files are the files that make Fleet System work with different printers.

Since we want to see all the files on the disk, PRESS a for all. Once the list appears, notice the cursor which is present at the bottom of the first column. By moving that cursor to any Text file, you could recall that file by simply pressing <RETURN>. Also, notice the letter to the right of each file name. This letter designates the type of file. Pressing the <FCN> key at this point would bring you back to editing mode without losing your text.

Another feature of Fleet System is the ability to perform a "selective" directory. This is the ability to list only selected files in which the file names have something in common (e.g., all files whose names begin with the letter "b".) This feature is discussed in detail in Appendix A which covers disk drive utilities.

## Using more than One Drive

Fleet System is designed to take full advantage of up to four disk drives. Each disk drive has been assigned a number designation by Fleet System. A single disk drive is drive 0. A dual disk drive consists of drive 0 and drive 1. Two single disk drives are designated as drive 0 and drive 2. Lastly, drive 3 refers to a RAM disk. A RAM disk is not a standard item on a C-128 but can be purchased separately. For more information on using RAM disks, consult the last section of this manual titled "User Hints". So, to obtain a directory of any of the four drives, you would simply press <FCN> followed by 0,1,2 or 3. As you will see later, it is also very easy to store and recall information from any of these drives. The only thing you do differently is that you enter the drive number and a colon (:) before the file name.

## Recalling Files from a Drive

The "recall" operation is used to recall a file from the drive into computer memory. Depending on your needs you may choose one of several different methods. Each of these methods is discussed below.

## Recalling Files from a Directory

At this point, a Directory of the Fleet System Program Diskette should be displayed on the screen. Move your cursor down and place it on the file titled "office". The <HORIZONTAL CRSR> key may be used to quickly move the cursor across the screen. Now, simply PRESS <RETURN>. After a brief delay the file will appear on the screen.

## Recalling Files "at the Cursor Position"

An other method must be used to recall a file at the current position of the cursor. It does not affect any text above the cursor. In effect, the cursor becomes the zero point of the file being recalled.

Place your cursor anywhere on the first blank line following the last paragraph on your screen. Then perform this key sequence:

**<SHIFT> <CLR/HOME> r list <RETURN>**

This will recall from disk the file titled "list" at the cursor's position. This is the method to use when you want to add text currently stored on the diskette to the end of text that is on the screen. Whenever you are recalling a file from the default drive, you do not have to specify a drive. However, if you were recalling a file from another drive you need to specify the drive number and a colon (:) as part of the file name.

Note that this method can also be used to recall a new file in place of the file already on your screen. If you first "home" your cursor to the very top of the Text Area by pressing <CLR/HOME> twice and then recall a file, the file being recalled will overwrite and completely replace any text previously on your screen.

## "Insert" a File

Recalling a file using this method permits you to add new text "between" text already displayed on your screen. This is different from the second method in that the new text is inserted, not just added on. We will demonstrate this with a file named "insert" that is pre-stored on your Fleet System Program Diskette.

Again, you only need to specify a drive, if it is other than the default drive (e.g.,2:test).

First, place your cursor anywhere on the first line of the second paragraph displayed. It is above this line that you will insert the new text. Enter the File Mode by PRESSING <SHIFT> <CLR/HOME>. PRESS the letter i (for Insert) and then TYPE insert and PRESS <RETURN>. Fleet System will insert a small text file titled "insert" while automatically moving down the text starting at the line the cursor was on.

## Recalling Using the "Next File"

This recall method is beneficial when you wish to recall the next linked file in a series of global files. To demonstrate how this method of recall operates, we need to first recall a global file (a file containing an "nx" command) to the screen. So please "home" your cursor to the top line of the Text Area and then recall the file named "sample 1". Once this file is displayed PRESS the following sequence to recall the next linked file:

<SHIFT> <CLR/HOME> r <CLR/HOME> <RETURN>

The file "sample.2" will be recalled, because it is the next linked file in the series.

With appropriate use of these four methods of recalling text you have almost limitless potential for constructing and combining text from different files. Learn to use all of these procedures to the best advantage.

## Storing Files on a Diskette

Storing a file on a diskette is another File Mode operation. Text can be stored either from the Main Text area or from the Extra Text area. Please keep in mind that if you store text present in the Main Text area, the text in Extra Text is not stored simultaneously. In order to store the contents of Extra Text, it is necessary to enter Extra Text mode (by pressing "<FCN> x") and then store the contents of Extra Text in a separate file.

It is a good practice to store your text periodically. In this way you will protect yourself should you experience a power failure or make a mistake while editing your text. When storing files, two possibilities are open to you: storing the whole file as it is displayed on your screen, or storing a part of it that has previously been defined as a "Range". Please note that filenames can only contain letters, numbers, hyphens and spaces. You cannot use the following characters in file names: ? / \* , @ = " : ;

## Storing a Whole File

At this point please recall into computer memory the file titled "office". To do this, first PRESS the <CLR/HOME> key twice in order to "home" your cursor. Next PRESS <SHIFT> <CLR/HOME> followed by r for Recall. Now TYPE office <RETURN>.

Now that you have text present in computer memory, it is possible to store it on your Document Diskette. Please remove the Program Diskette from drive 0 and insert a properly formatted Document Diskette. To store the file on this new diskette, first PRESS <SHIFT> <CLR/HOME>. Next PRESS s for store. Now PRESS 0 and TYPE office <RETURN>. After a brief delay, the file will be stored on the diskette. When storing a file on a drive other than the default drive (first digit in the #/# on the status line), you must specify the drive number and a colon (:) before the file name.

## Replacing an Existing File

A frequent word processing application is to replace an existing text file. Once the text within the file is revised, you will want to store the changes on diskette so that the changes will be permanently recorded.

In order to practice this technique, please make a few modifications to the file "office", which should still be on your screen. Make any changes that you like. Now, to store these changes, simply store "office" on diskette once again. That is, first PRESS <SHIFT> <CLR/HOME> and then PRESS s. Next, PRESS 0 and TYPE office <RETURN>. Now, since a file titled "office" is already on the diskette, the highlighted prompt **Replace ?** will appear. To confirm that you wish to replace the old version of "office" with the new one, PRESS either <RETURN> or the letter y. (To cancel you would press either <FCN> or n.) The new version of "office" will now be stored on diskette, in place of the older version.

## Storing Part of a File

The feature that permits storing part of the displayed text onto a diskette depends on Fleet System's ability to define a "Range" of text on the screen. The file "office" should still be displayed on the screen. Place the cursor anywhere on the first line of the second paragraph of the text on your screen. Enter the function command that defines a "range of lines", (PRESS <FCN> and letters r l). The screen line will become highlighted. Enlarge the range to include the entire paragraph by PRESSING the <CRSR DOWN> key. Once the entire paragraph is highlighted, PRESS <RETURN>. The highlighted lines will return to a normal cursor, to indicate that the Range has been set.

The procedure for storing a "Range" is identical to what you have already done, with one exception. PRESS <SHIFT><CLR/HOME> and then PRESS the letter s. At this point PRESS r (for Range), give the drive number and then TYPE the file name **partial** and PRESS <RETURN>. The "Range" (the second paragraph of our displayed text) will be stored on the diskette as a new file named "partial". Please note that the prompt which concerns storing a range only appears if a range is currently set.

Erase everything from the screen and recall the file "partial" you have just stored to prove to yourself that everything worked as expected.

Note that it is possible to move a part of one text file into another text file, by using the "storing part of a file" procedure. Once the portion of text that you wish to move has been stored on diskette as a separate file, it can be inserted into any other text file. Simply recall the destination file and use the "insert file" procedure described above to insert the text where it is needed. You could also create a range of lines in the first file, load your other file and use the paste function to copy the range at the cursor position.

\* \* \* \* \*



## Section 9 OVERVIEW OF THE SPELL CHECKER

The capability to automatically check spelling is among the most powerful features of your Fleet System program. Fleet System operates by comparing every word in your document to the over 100,000 words which can comprise the two Spell Checker Dictionaries. Any word in your document that does not match a "dictionary word" will be found as a possible misspelling.

Due to disk space constraints, the Fleet System Spell Checker dictionaries are located on the reverse side of the Program Diskette. When you wish to spell-check, ensure the Fleet System dictionary has been properly inserted into the disk drive.

The Fleet System Spell Checker uses both a Program Dictionary and a User Dictionary. The Program Dictionary contains about 90,000 standard business text words. The second dictionary, the User Dictionary, allows the user to enter specialized words not found in the Program Dictionary. For example, a family name would not be a typical business word. However, the user has the ability to add it to the User Dictionary so that the family name will not be considered a misspelled word when proofreading future documents. You can add approximately 10,000 words to the User Dictionary.

Please note that the Dictionary Diskette can be copied but you must use two drives or a separate copy utility program. As you add several thousand words, the revised User Dictionary can be copied to another diskette. However, this is only necessary after adding several thousand words. Please also note that, while the Dictionary side can be copied, the Word Processor side cannot.

### Operating the Spell Checker

Before you begin the spell-checking process, it is

necessary to be in the 80 column edit mode. Then simply recall the text file you wish to spell-check to the screen. To see your Fleet System's spell-checking feature in action, recall the file named "spellcheck" from the program side of the Fleet System Diskette. Next, insert the Dictionary side facing up in the disk drive. If you are using two disk drives, then the Dictionary should be in the drive 0. As you will always spell-check your document, it is a good idea to get in the habit of storing the text before performing a spell-check operation. In this way, you are protected should you experience a power failure.

**NOTE:** When using more than one disk drive it is possible to use the dictionary in the other drive. This is fully discussed in the section of this manual called User Hints. For now, please use drive 0.

Like other Fleet System features, the spell-checking feature can be initiated with one simple command. Simply PRESS <FCN> s (for spell-checker) and a "confirmation" prompt will display asking if you are sure you want to spell-check. If you did not wish to spell-check, then you would press n (for no). Since we wish to spell-check, press either y (for yes) or <RETURN>. Fleet System will begin to count the total number of **Unique Words** that exist in the document and post the total on the Status Line briefly. A Unique Word can be defined as every occurrence of a different word. It is important to note that if a word appears several times in a document, the Unique Word Counter will count the word just once.

If the message "Dictionary file error" appears, then the Dictionary Diskette has not been inserted in the drive properly. Also, ensure that the "Write Protect Tab" for the Dictionary is removed. This will allow you to add words to the User Dictionary on the diskette.

Fleet System will automatically begin proofreading your

document. The module (letters a-z) which is currently being checked is displayed on the Status Line. When Fleet System has finished spell checking, it moves into the Spell Checker Edit Mode.

Please note that Fleet System enables you to store the User Dictionary on a disk other than the System Disk. The reason you may want to do this in the future is that obviously there would be much more space available for adding words to the User Dictionary (up to 10,000 words). However, do keep in mind that you can easily fit several thousand words right on the existing dictionary disk. If you do choose to copy the User Dictionary to a separate disk, Fleet System will ask you to insert that disk during each spell check operation after the Program Dictionary has been checked.

In the Spell Checker Edit Mode, notice that certain words of your document are highlighted. The highlighted words are called Suspect words. These are words Fleet System suspects to be misspelled since they were not found in either the Program Dictionary or the User Dictionary. The Suspect Word currently being worked upon will always have flashing highlighting. At this point, three options are present on the Status Line. **Add Correct Ignore.** The function of each option is described below:

**Add** - The first suspect word ("Jefferson") is correct but is not in either of the spell-checker dictionaries. By pressing "a", we can add this Suspect Word to the User Dictionary. Please now PRESS a. The highlighting of the word just added will disappear and the word will be placed in computer memory for addition to the User Dictionary at the end of the spellcheck process. The cursor will automatically jump to the next Suspect Word.

- Ignore -** The next word which is highlighted ("mononucleosis") is also correct but comes up so infrequently that we do not want to bother adding it to our User Dictionary. By pressing "i", we can "ignore" this Suspect Word. The flashing highlight will then automatically move to the next Suspect Word. Ignoring a Suspect Word leaves the word intact in the text and does not add the word to the User Dictionary.
- Correct -** The last word "softwhare" which is now highlighted is in fact a misspelled word. Please now PRESS c in order to correct the spelling of the misspelled word. The Suspect Word will appear on the Status Line and a flashing cursor will be on the first character. You can move the cursor horizontally by pressing the <CRSR LEFT> and <CRSR RIGHT> keys. Also, you may use the <INST/DEL> key to insert or delete text within a Suspect Word. Let's correct the word "softwhare" by simply deleting the letter "h". When you finish editing the Suspect Word, press <RETURN> to accept the corrected word. Notice that the cursor has moved to the next occurrence of the same incorrectly spelled word and that the word is displayed on the Status Line. This is another powerful feature of Fleet System which will be explained next.

## Correcting Identical Suspect Words

Often times, there may be several occurrences of a particular Suspect Word in a document. Once you make the correction at the first occurrence, Fleet System will automatically find the next occurrence of the identical word. Then, you may use the corrected version of the

Suspect Word you have previously entered or make additional editing changes.

When all of the corrections are completed, the word "software" is added to the User Dictionary, the message **Spellchecking completed** will appear in the Status Line Area. If any additional Suspect Words had existed, pressing <RETURN> would have caused you to proceed to the next occurrence of a Suspect Word. When Fleet System reaches the last occurrence of a Suspect Word, it will move to the next different Suspect Word.

In summary, whenever the last Suspect Word of a document is edited (there are no additional spelling errors in our example), words designated to be "added" will be added to the User Dictionary and the prompt **Spellchecking complete** will appear to signify that the entire process is completed. You will now want to replace the Dictionary Diskette in the disk drive with your Document Diskette, and store the spellchecked version of your text file. Remember, the spelling corrections are not made on disk until you store the spellchecked version of the text file.

## The "Options" Program

Besides the ability to quickly proofread text, Fleet System offers other features which allow you to customize your User Dictionary or to obtain various kinds of information about your text files. These extra features are on the program side of the Fleet System Diskette.

Since the "op" program cannot be accessed while Fleet System is in Computer Memory, you will need to exit the Word processor and return to BASIC by pressing <FCN> <SHIFT> b <RETURN>.

To load the Options program, type load"op",8 and press <RETURN>. After several seconds, the "Option Menu" will be displayed. It may be useful to note that from

almost any point within the Options Program there is a "Print Screen" (Hard Copy) feature available. This means that at almost any time you can print the contents of the screen on the printer by pressing the <F7> key. This feature is handy for printing words after a search is completed or before a deletion is performed. To select any option, simply type the corresponding number and press <RETURN>. The function of each option is described below:

1. **Printing Destination** - This option is used to select the destination of the printing which can be performed using Option 3 or 6. With this option, you are given the choice of printing to the screen, to a printer with continuous paper or to a printer handling single sheets. To select one of these options, type the option number and press <RETURN>. After selecting the desired destination, press the number 0 to exit from this option and return you to the Main Menu. This option needs to be selected prior to using Option 3 and 6. The option that you select will remain in effect until you exit the Options Program.
2. **Update User Dictionary** - This option "compresses" the words stored in the User Dictionary, which provides more available space for future words to be entered in the User Dictionary. During the update process, a total count of the words contained in the User Dictionary is provided.

It is recommended that you update the User Dictionary after adding words, because it will reduce the length of time spent spellchecking future documents.

3. **Print User Dictionary** - Before utilizing this option, be sure to access Option 1 in order to specify the destination of printing. This option allows you to print all the words stored in the User Dictionary. Printing either to the screen or to your printer can be accomplished, depending on the settings made using Option 1.

4. **Search Word in User Dictionary** - This option allows you to find out if a particular word or words have been stored in the User Dictionary.

To search for a single word, simply enter the word and press <RETURN>. Upon finishing its search, Fleet System will indicate if the word has been found or not found.

It is also possible to search for a word or words using a "wild card" entry. Two types of "wild card" searching exist. The first is a multiple character search called the "asterisk" method. For example, if you tell Fleet System to search for the text `abc*`, any words stored in the User Dictionary that begin with these letters will be displayed on the screen. The asterisk must be the last character of your entry. The entry `*abc` will not be accepted by the system.

The second type is a single character search which uses the "question mark" character. After you enter the search string `a?c`, Fleet System will find all words that are three letters in length and that begin with "a" and end with "c".

Whichever search method is used, all words found will be displayed and you may press <F7> to obtain a hard copy, or press `e` to exit, or press the <SPACEBAR> to go to the Options Menu.

5. **Delete Words from User Dictionary** - This option allows you to delete any unwanted words that have been stored in the User Dictionary.

After entering the word you wish to delete, press <RETURN>. Make sure the disk containing the User Dictionary is in the proper drive and press the <SPACEBAR> to continue. While the delete operation is in progress, several messages will be displayed on the screen. After the word is found, a "confirmation"

prompt will be displayed, asking if you are sure about deleting this word. If you wish to delete the word, then press **y** for yes followed by **<RETURN>**. If you decide not to delete the word, simply press **n** (for no) or **e** to exit this option.

- 6. Frequency and Statistics Reports** - Be sure to specify the destination of printing by using Option 1 before accessing this option. This option provides you with various kinds of information about any Fleet System text file. The Frequency Report (also known as the "Word Frequency Report") provides you with a listing of all selected words and the number of times each word appears in the document. The Statistics Reports include detailed information about all words, sentences and paragraphs of the text file.

To begin, simply insert the disk containing the text file you wish to use, enter the name of that text file and press **<RETURN>**. Next, you will be asked if you want to check any files that are linked to this file. If you answer "y" for yes, the report will include all linked files. If you answer "n" for no, the report will only concern the one text file.

The next prompt allows you to create a Word Frequency Report. If you press **n** (for no) or **<RETURN>**, Fleet System will not create this report at all and will skip to the Statistics Reports. If you press **y** for yes, then you will be asked two questions.

The first question regards the order in which the words will be printed. Printing the words in alphabetical, descending or ascending order is offered. If you select descending order, the most frequently used words will appear first in the report, and the least frequently used words will appear last. If you select ascending order, the sequence would be reversed.

After you select the order of printing, a second question is displayed. This question allows you to select words

that occur within a specified range of frequency. For example, you can ask for those words that appear in a document 3 to 5 times. Fleet System will then print only these words and not the ones that appear with any other frequency. To do this, you would type 3,5. If you press <RETURN> instead, then Fleet System will report the frequency of every word in the document.

In a few moments, the selected words along with their respective frequency of occurrence will be displayed or printed. When the last word has been printed, the first Statistics Report will be displayed by pressing the <SPACEBAR>. This report indicates the "number of words by length" - i.e., how many words had one letter, how many had two letters, etc. To view the second Statistics Report simply press the <SPACEBAR>.

The information provided on the second Statistics Report concerns the following:

No. of Diff. Words	Average Word Length
No. of Unique Words	No. of Words/Sentence
No. of Sentences	No. of Words/Paragraph
No. of Paragraphs	No. of Sentences/Paragraph

- 7. Exit - When you have finished using the Options Program, this feature can be used to exit to BASIC.

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## Lesson 10 USING YOUR FLEET SYSTEM THESAURUS

What is a Thesaurus? Have you ever been in the middle of writing something and tried to think of a word that has the same meaning (or opposite meaning) as another word? If you have, then you have already experienced the need for a Thesaurus! Fleet System's Thesaurus can be used to provide a list of several different words that have the same meaning (e.g., big, huge, large, tremendous, mammoth, etc.) These words are called **synonyms**. Fleet System's Thesaurus can also be used to provide words which have exact opposite meanings (e.g., fast-slow, big-small). These words are called **antonyms**. Fleet System's Thesaurus will help you quickly find alternative word choices for many words and will help improve your reading, writing and vocabulary skills immediately.

Please note that not all words will be found in the Thesaurus. Most of the entries in a Thesaurus are either verbs (walk, run, go), adverbs (slowly, quickly, quietly) or adjectives (big, small, smooth, strong.)

To use the Thesaurus, first make sure that the Thesaurus disk is located in the default dictionary drive (second digit in the #/# on the status line). Then PRESS <FCN> followed by PRESSING <SHIFT> and the letter a simultaneously. The prompt "Antonyms" will appear on the Status Line. TYPE the word **big** and PRESS <RETURN>. Within a few seconds a window will start to appear on the screen containing several antonyms (words which mean the opposite of "big".) Notice that the first word in the window is highlighted. You can select the word by using the cursor keys and PRESSING <RETURN>. PRESS <FCN> to return to the Edit Mode.

There is also another method of using the Thesaurus. Please TYPE **This is a big job** <RETURN> and then place the cursor on the letter "b" in the word "big".

PRESS <FCN> followed by PRESSING <SHIFT> and the letter s simultaneously. The prompt "Synonyms" will appear on the Status Line. Now simply PRESS the <UP ARROW> key. The word "big" will be automatically placed on the Status Line. At this point PRESS <RETURN>. A window will start to appear containing several synonyms (words with the same meaning as big). To automatically replace the word "big", place the cursor on the word of your choice and PRESS <RETURN>. The new word will automatically replace the word "big". That's how easy it is to use the Fleet System Thesaurus! Note that if you wanted to place more than one word on the Status Line (e.g., a phrase like "pin point"), you could press <UP ARROW> a second time before pressing <RETURN>.

Please note that not all words have synonyms or antonyms, so the message "Not Found" will appear if no alternate words are found. If this happens, try another form of the word by removing any prefixes or suffixes (e.g., "running" to "run" or "tries" to "try").

Below we have outlined the sequence of events you would normally follow to get the most from your Fleet System program.

- Load the Fleet System program.
- Recall a document from disk. (optional)
- Place the Thesaurus in the drive.
- Write or Edit the document using your Thesaurus as needed.
- Place your Document disk in the drive and save the document.
- Place the dictionary disk in the drive and spellcheck the file.
- If any spelling corrections are made, be sure to replace the document disk and re-save the file.

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## Lesson 11 HELPFUL HINTS

This final section of the manual will fill you in on several hints and tips that will enable you to get the most out of your Fleet System program. Please note that you should be somewhat familiar with Fleet System before this section will be of use to you. This is not a tutorial section so you do not need to perform the operations in this section as we go along.

### Using the HELP Menus

There is not to much to be said about how to use the HELP Menus because they are very self-explanatory. Any time you are working in Fleet System and you need help, simply press the <HELP> key located on the upper left portion of the keyboard. In almost all instances a HELP screen will appear to guide you through the function. Pressing a key will complete the command you were engaged in before asking for "help" (unless you hit <FCN>, which will abort the procedure).

### Printing a Directory Listing

When you use the normal directory option (e.g., <FCN> 0, 1, 2 or 3) to view the files on a disk, the directory does not permanently replace what is already displayed on the screen. As soon as you press <FCN> again, the text reappears intact. Because it works this way, however, you cannot print the directory on the printer using this feature. To obtain a directory listing that can be printed you must use another method. This method **will permanently overwrite** anything on the screen so be careful when you use this feature.

To list a directory so it can be printed, press <FCN> 1 (for list) and specify the drive number and then press <RETURN>. All the files on the disk in that drive will

appear and overwrite any information on the screen. If you want to print this directory, you must first convert all the blank spaces between the filenames to forced spaces. To do so, clear all the tabs with <FCN> <SHIFT> <TAB> and set a tab at column 79 with <SHIFT> <TAB>. Now, tab to every line and press <RETURN>. This will make the directory printable. You should also insert the format commands \$!m1:rm80<RETURN> before the first line. Then simply order an output the same way you would for any text on the screen. This feature can also be used to list just "selected" files on the disk (e.g., file names beginning with "a") For more details see Appendix A.

## Using a RAM DISK

What is a RAM disk? A RAM disk is a RAM Expansion that plugs onto the back of your computer and is the equivalent of having a disk drive in the memory of the computer, only it has an even larger capacity and is much, much faster! You can do all the things with a RAM disk that you can do with a disk drive, e.g., store and recall files, view a directory, delete and rename files, access the Spellchecker and the Thesaurus, etc. The main difference is that when you turn off the computer, everything in the RAM disk is lost so it is not for permanent storage. You must still store text on diskette if you want to keep it permanently.

The RAM disk is designated as drive 3 so you would press <FCN> 3 to perform a directory of the RAM disk. To recall, store or insert files, simply enter 3: before the file name. A couple of very beneficial uses for a RAM disk are as follows:

- By copying the dictionary and/or thesaurus disk into the RAM disk, you can speed up both of these operations dramatically.

- If you were going to be editing between several different files, you could place all of them in the RAM disk to cut down on the time involved in recalling and storing files. Always be sure to save the files back to your disk drive when your done however, because when the power goes off, all the contents of a RAM disk are lost.

## Using up to Four Drives and Setting Default Drives

Fleet System can now support up to four disk drives. If you have a single disk drive, then it is drive 0. If you have a dual disk drive, they are designated as drive 0 and drive 1. Two single disk drives would be drive 0 and drive 2 and a RAM disk is designated as drive 3. To specify any of these drives when storing or recalling files, simply enter the drive number and a colon (:) as part of the file name.

In addition to being able to address up to four disk drives, you can also select a Default Drive for your document disk and dictionary disk. A default disk drive is simply the disk drive that Fleet System will go to automatically during a disk operation (store or recall a file) if no disk drive is specified. Once you have loaded Fleet System, the program assigns drive zero as the default drive. To change the default for your document disks, press <FCN> d and enter the drive number. To change the default drive for your Dictionary and Thesaurus Disk, press <FCN> <SHIFT> d. These setting are only retained until you exit Fleet System.

## Changing a Drive to Unit 9

Disk drives are usually defined as unit 8. However, when using two disk drives (0 and 2), you must first turn off every drives but the one that should be used as drive 2. Press <FCN> u to change its unit to 9, making it drive 2. You may now turn on drive 0.

## Making Full Use of the Default Values Menu

The Default Values Menu is designed to make the overall use of Fleet System even easier. You can access the Default Values Menu any time that Fleet System is loaded by pressing <FCN> v from the extra text area. By setting default format commands (e.g., left, right, top and bottom margins) on the Default Values Menu, you can eliminate having to use these commands in your actual documents. So, if you always use the same margins in your documents, set these values on the Default Values Menu.

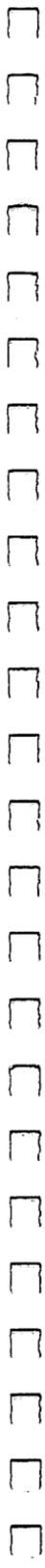
In this same manner, you can make default settings for the printer model, screen colors and cursor type.

Please be sure to note that; 1) any format commands that you use in the file will override that same command set on the Default Values Menu. 2) Unless you use the "Save Settings" option on the Default Values Menu, the setting will only remain intact until you exit Fleet System.

## Extra Text and Help Screens

The length of the extra text area can be modified by turning off the help screens. The Default Values Menu can turn ON or OFF the help screens. Turning OFF the help screens gives you more than 100 additional lines of EXTRA TEXT memory and erases any text present there at that time. The only Menu available then is the Default Values Menu. Type <FCN> v to access that menu. Turning on the help screen will bring back the extra text area to about 40 lines, again erasing any text present in that area at the same time. Please note that the FLEET SYSTEM program disk must be in the default drive when you ask for the help screen option once more. All the data for the help screens will be loaded from that disk.

\* \* \* \* \*



## Appendix A SUPPLEMENTARY FEATURES

### The Word Counter

Journalists, students or writers often need to know the approximate number of words in their text. Fleet System counts them for you in the Text Area where you are working. The number calculated does not include the words within commands or Comment Lines -- only the actual text as it would be printed on the screen or on the printer. The command to "count" the words is: `<FCN> <SHIFT> 3`. Fleet System will then print the number of words on the Status Line.

### Musical Warning Sound

A musical warning sound has been programmed into your system. An error or an important change is marked by a brief sound while the termination of a job is marked by a slightly different sound.

The musical sound can be disabled or re-enabled by PRESSING `<FCN> m`. A message that appears briefly on the Status Line will let you know whether the sound has been turned on or off.

### Selective Directories

This feature provides the ability to call up a disk directory of only certain file names. For example, you might just want to call files that begin with a certain letter. Please note that when you obtain a directory with this feature (as opposed to the normal procedure) it overwrites whatever happens to be displayed on the screen. Also, this is the method you would use to obtain a directory that you wish to print. To obtain a selective directory, press `<FCN> 1` (the letter 1) and the drive number followed by the criteria and `<RETURN>`. The different selective criteria that can be used are listed below:

## Selective Directory Options

- \* lists all the files beginning with the letters to the left of the "\*".  
e.g., abc\* list all files beginning with "abc."
- ? replaces any letter for "wild card" selection.  
e.g., xyz??? all files with a 6-letter name beginning with "xyz".
- ? all files with a 1 letter name.
- ?? all files with a 2 or 1-letter name.
- a?c all files with a 3, 2 or 1-letter name beginning with "a" and ending with "c".

## Restarting the Fleet System Program

There are a number of reasons why you might want to "restart" the Fleet System program. A frequent reason is a need to switch to 80 or 120 column mode for text entry. Another reason might be simply to clear with a single operation a "clutter" of entries in Main Text, Extra Text and Tab settings.

Of course you could "clear" the computer by exiting from the program and reloading. However, the "Restart" feature allows you to clear all text and all settings without taking the time to reload. To restart, use the command <FCN> <SHIFT> r. Then press either <RETURN> to confirm or <FCN> to cancel. The first option you will be given will be to select 80 or 120 columns for Edit Mode. Then you will find yourself in Edit Mode with a clear screen.

## Exit to Basic

To exit Fleet System and return to BASIC you can press <FCN> <SHIFT> b. This has the same effect as turning the computer "off" and then back "on". However, be sure to exercise caution using this option because it will destroy all text on the screen (memory).

## DISK UTILITIES

Fleet System has several disk drive utilities built right in that make it easy to format disk, delete, rename and copy files without having to exit the program and use the Commodore functions in BASIC. When you access the disk drive commands by pressing <FCN> "." you have the following choices:

- Delete - To delete a file from disk, select the drive number and then enter the name of the file you want to delete.
  
- Rename - To rename a file, enter the drive number followed by the existing name and press <RETURN>. Then type the new name and press <RETURN>.
  
- Format - To format a disk, enter the drive number containing the disk to be formatted. Enter a name for the disk and then press <RETURN>. **EXERCISE CAUTION WHEN USING THIS OPTION BECAUSE THE CONTENTS OF THE DISK ARE LOST! MAKE SURE YOUR FLEET SYSTEM DISK IS NOT IN THE DRIVE.**

In addition to the utilities mentioned above, there are a few others. To access these options you would select "other". These other utilities are as follows:

**Initialize a disk** - This feature ensures that the disk is seated properly in the disk drive and that the disk drive head is located at the correct starting point on the disk. To use this option, select "other" and the "greater than" symbol will appear. Now, type the letter "i" and the drive #. The drive light will come on for a brief second. This feature is for use on a disk drive and not a RAM disk.

Validate a Disk - This option, when used, will go through an entire disk and ensure that there are not any errors on the disk. To use this option select "other" and the "greater than" symbol will appear. Now, type the letter "v" and the drive #. The drive light will come on and stay lit until the operation is complete. This feature is for use on a disk drive and not a RAM disk.

\* \* \* \* \*

## Appendix B IMPORTING AND EXPORTING FILES

### Creating "Sequential" Files

When files are stored in the normal manner, as described in earlier sections, these files are stored in a "User File" format. However, if you are going to use files created with the Fleet System in conjunction with other programs or create long mailing list to be merged into the Fleet System, you should select Fleet System's "Output to Disk" command. To use the Output to Disk command, TYPE<FCN> o d

The prompt "Cbm Ascii Printer" will then appear on the status line. You must PRESS either c, a, or p followed by the name you wish to assign to the file, and <RETURN>. Like with any disk operation, you can specify the drive number as part of the file name.

PRESSing c, a or p will tell the Fleet System what type of file to create from the text on the screen or even global files. The following will help you describe which one to select:

### CBM (Commodore) Sequential File

A CBM (Commodore) Sequential file is one that can be accessed directly by a Commodore computer with the ordinary BASIC "input#" command. The characters will not be recognized by another computer without a conversion for Commodore ASCII to true ASCII.

An extra feature let's you use the punctuation marks "," and "." that are normally excluded by the limitations of the BASIC "input#" command. Without you having to think about it, Fleet System sees to it that every line of Commodore file begins with a double quotation mark, and that all the double quotation marks within the text are changed to single quotation marks. With this provision, the input command works perfectly.

The most frequent application for the file type is to create a sequential file containing variable entries (on diskette) to be merged back into Fleet System into variable blocks during a mail merge operation.

Another application let's Fleet System prepare lines of text that will be used on the screen during the running of a BASIC program. When using such a sequential file in BASIC, you first open the file, and then "input#" the records as you need them on the screen (or a Commodore Matrix printer). There is no need to use the slow "get" command. The faster and more convenient "input#" command is sometimes not used because it cannot handle strings longer than 80 characters. However, since Fleet System files are constructed using strings less than 80 characters in length, you can use the "input #" command with files created by Fleet System.

## ASCII File

An ASCII file can be used for purposes similar to those mentioned above under the Commodore file, except that it is stored in true or standard ASCII. This is the type of file you would normally use with communications software. Here you may have difficulties with Spanish language accented characters. A standard ASCII printer, even if you install a daisy wheel containing accents, cannot, without modification, print accented letters. If you have to print accented characters you are better off using the next type of file.

## Printer File

Choosing this type of file sends to the diskette exactly what would be sent to the corresponding printer that you designated when you set up Fleet System. It sends text, line changes, justification, margins and all the rest. Double quotes are not added at the beginning of the lines

This is the ideal type of file to use for sending a file to another computer through a modem. It is also the type to use if you want a BASIC program to be able to pick up a file from the diskette and send it to the printer with all the characters you have used, including the accented characters.

## Recalling and Storing Sequential Files

Fleet System's Commodore Sequential File Mode enables you to work with sequential files in much the same way you work with a standard text files; you may recall, store and insert them. These files must be in Commodore ASCII. To access a Sequential File Mode, you must first access the normal File Mode by PRESSING <SHIFT> <CLR HOME>. Once the prompt "Recall Store or Insert" is displayed on the Status Line PRESS the letter a to enter the ASCII Sequential File Mode. Then use the same procedures as for regular text. Remember that this feature should only be used to work with sequential files either created in Fleet System using the method mentioned above or files from another program.

\* \* \* \* \*



## Appendix C ACCESSING SPECIAL PRINTER FEATURES

The ability to access special printer functions is referred to as the Special Character feature. This feature allows you to order certain special printing functions (condensed print, underlining, enhanced print, italics or superscripting) on your printer. Some of these special printing functions were already covered in the Fleet System manual. However, the methods discussed earlier in the manual will not work with all printers, because not all printers can perform certain functions and not all printers use the same ASCII control codes.

If your printer is capable of performing a given function (e.g. doublestrike) and the method explained earlier in the Fleet System manual does not work, then you should use the method discussed here. Also, if the printer function is entirely different from anything covered elsewhere in your manual (e.g. italics or condensed print) then you should use this method also.

Your printer manual will indicate the ASCII control (sometimes referred to as ESCape codes) code(s) required to access each available function on your printer.

The first step required to access these special printer functions in Fleet System is to assign a sequence of ASCII control code(s) to a "Special Character Number" between 0 and 9. This needs to be done on a Format Command Line (a line beginning with a Command Mark) at the top of a text file. Create a Command Mark in the first column of a blank line above the beginning of text in the file. Then for each sequence of ASCII control codes that will be needed in your text, enter the number (between 0 and 9) that you wish to set equal to the specific sequence of codes for the function you desire, as in the following example:

**PRESS <SHIFT><FCN> and then TYPE:  
0=27,87,49:1=14:2=15:3=18:4=20 <RETURN>**

The number on the left of the first "equal-sign" (0 in the 0=27,87,49 entry) is the Special Character Number being defined, and the numbers on the right (27, 87 and 49) are the actual ASCII control codes for the desired printer feature. The above example sets Special Character Number 1 equal to ASCII 14, Special Character Number 2 equal to ASCII 15, etc. Remember, these are only examples. You need to use the appropriate ASCII value for the particular application on your particular printer.

After establishing this Format Command Line, we may now access or "call up" any of these Special Character Numbers within the text of our document. To access a Special Character Number within Edit Mode first PRESS <FCN> <UP ARROW>. Next, TYPE the Special Character Number you desire. Note that we access the Special Character Number by its number 0, and not its ASCII value(s).

Please note also in our sample Format Line and in the example shown above that the ASCII number 27 was used (in the 0=27,87,49 entry). The number 27 happens to be a special ASCII code called the "Escape Code". Most printers use an "Escape Code Sequence" to access printer functions such as underlining, boldface or a special mode of printing. An Escape Code Sequence usually begins with the Escape Code (ASCII 27). Like any other ASCII code, the Escape Code number (27) must be assigned on the Format Command Line. Your printer manual should tell you the Escape Code Sequences needed to access various functions.

There may be times (depending on your printer) where an Escape Code Sequence includes a character not accessible from the keyboard, and you then must use the ASCII value itself. If, on the other hand, the escape sequence uses a character accessible from the keyboard,

you can than type it directly from the keyboard, using double quotes and separating your codes by a comma. The following example gives you 3 ways of defining an escape sequence:

Ex1:           §0=27,87,49  
Ex2:           §0=27,"W1"  
Ex3:           §0=\$1b,\$57,\$31  
Ex4:           §0=esc,"W1"

Example 1 defines Special Character 0 using decimal values, example 2 does the same thing using a decimal value (27) and 2 characters typed from the keyboard (W and 1) within double quotes. Example 3 uses the hexadecimal values for the same sequence. Example 4 uses the term esc instead of decimal 27 for the ESCAPE code (ASCII 27). To send that sequence to the printer, you would type within your text the command asking for that newly defined Special Character number zero: <FCN><UP ARROW> 0 followed by your text itself. That specific example would turn on DOUBLE WIDTH CHARACTERS on some printers. The codes will vary depending on the printers used. NOTE: The upper case "W" and lower case "w" are different characters! YOU MUST USE THE EXACT CHARACTER SHOWN IN YOUR PRINTER MANUAL.

The Special Characters 0 to 9 should be used to send escape sequences that turn ON or OFF specific printing modes. They will not appear on the video preview nor will they be printed on paper, but they will be understood by the printer and will change the way the printer reacts.

There is another type of Special Characters accessible by FLEET SYSTEM: Special Letters A to Z. Those 26 letters can be defined exactly in the same way as with the Special Numbers. Those letters, once defined (a=27,"R",0,"@",27,"R",7), are accessed within your text in the same way: <FCN><UP ARROW> a.

The special letters should be used when you want to print, for example, a foreign symbol from one of the many international character sets available on some printers. The example given above accesses the American Character set, ask for the "at sign" (@), then goes back to the Spanish Character set. The Special Letters should be used to ask for a single "printable" character because that special letter will be counted as part of the text, will be shown on a video preview as a reverse video letter, and will not affect the justification of the text. Do not use more than 15 codes for each definition.

The syntax used to define those special characters is identical to the one used to define your own printer drivers, as mentioned below:

## **Create / Modify a Printer File**

If your printer does not work properly with any printer driver from the Fleet System disk, you may have to define (or modify) a printer driver which must describe all the codes used by your printer to change character size, line spacing, to set bold, underline, subscript and superscript. To modify a printer driver, load it in the Fleet System text area. To define one, load the !ASCII driver and type your printer's name on the first line. Remember that the name of a printer driver always starts with an exclamation mark (!).

Once the printer driver is loaded, you can change any definition and save it back to your disk. To see your new file at work, you must then **ACTIVATE** it by typing [FCN] [SHIFT] "o" followed by the name of your printer driver (including the "!"). This function can also be used to try all the printer drivers on the disk until you find the most appropriate one for your printer.

To change a printer driver, just type over the previous definitions. **DO NOT INSERT OR DELETE ANY LINER IN THE PRINTER FILE.** Doing so will prevent Fleet System from printing correctly with that printer

driver. Make sure every line ends with a <RETURN>. Each code must be separated by a comma with no extra spaces anywhere.

- A. To empty a definition, leave a space after the colon before you hit <RETURN>.
  - B. Join your codes by a comma without any blank space.
  - C. Never forget to close the quotes when you open them.
- |    |            |                   |
|----|------------|-------------------|
| A. | Correct-   | pt07: <RETURN>    |
|    | Incorrect- | pt07:<RETURN>     |
|    |            |                   |
| B. | Correct-   | lp04: esc,"3",54  |
|    | Incorrect- | lp04: esc, "3",54 |
|    |            |                   |
| C. | Correct-   | bold: esc,"G"     |
|    | Incorrect- | bold: esc,"G"     |

### Example of a printer driver

lepson	;name of a printer driver
type: 1	;printer: 0=CBM 1=ASCII
init: esc,"@",esc,"R",7	;initialization codes
hmi.:	;for future use
pt01: esc,"x1"	;start Near Letter Quality
pt02: esc,"x0"	;end Near Letter Quality
pt03: esc."E"	;start emphasize
pt04: esc,"F"	;end emphasize
pt05: 18,esc,"P",esc,"W1"	;set pitch 5
pt06: 18,esc,"M",esc,"W1"	;set pitch 6
pt07:	:available
pt08: esc,"P",15,esc,"W1"	;set pitch 8
pt09:	;available
pt10: esc,"W0",18,esc,"P"	;set pitch 10
pt11:	;available
pt12: esc,"W0",18,esc,"M"	;set pitch 12
pt13: esc,"4"	;start italics
pt14: esc,"5"	;end italics
pt15:	;available

```

pt16:                                     ;available
pt17: esc,"W0",esc,"P",15                ;set pitch 17
pt18: esc,"S0"                            ;start micro characters
pt19: esc,"T"                             ;end micro characters
lp04: esc,"3",54                          ;set fa4 (1.5 spacing)
lp06: esc,"3",36                          ;set fa6 (single spacing)
lp08: esc,"3",27                          ;set fa8 (0.75 spacing)
lp10: esc,"3",22                          ;set fa10 (0.6 spacing)
subs: esc,"S0"                            ;start subscript
subs: esc,"T"                             ;end subscript
sups: esc,"S1"                            ;start superscript
sups: esc,"T"                             ;end superscript
line: esc,"-1"                            ;start underline
line: esc,"-0"                            ;end underline
bold: esc,"G"                             ;start bold
bold: esc,"H"                             ;end bold
168,$5d                                   ;reverse question mark
169,$5b                                   ;reverse exclamation mark
170,$7c                                   ;n with tilde symbol
175,$23                                   ;pesitos symbol
180, "u",8,123                            ;u with umlaut symbol
181,8,39                                  ;a acute
...
...
...

```

- Codes can be entered in many ways. Hexadecimal values must be preceded by a dollar sign (\$5d). Characters (1 or more must be enclosed in double quotes ("E"). The ESCAPE code (value 27 or \$1b) can be typed in as esc. Anything else, is regarded as a decimal value (39).
- If the printer type is 0, text will be sent as Commodore ASCII. This is usually used with secondary address 0. You may not redefine the underline and bold on a Commodore printer because Fleet System will always print double width and reverse characters instead. If the printer type is 1, text will be sent as Standard ASCII. Most non-Commodore printers are ASCII printers.

- The "init" command is sent before printing all of the test. Do not exceed 9 codes to initialize the printer.
- The "hmi" is the offset used on some daisy wheel printers to print bold instead of Double strike. Leave it empty for normal bold operation.
- The "ptxx" is sent to the printer every time a Pitch command is used. Pitch 5, 6, 8, 10, 12, 15, 17, are common. Other pitches can be defined. Use pitch 1 and 2 to define NLQ, pitch 3 and 4 to define emphasized characters, pitch 13 and 14 to define italics, pitch 18 and 19 to define micro characters or color. Do not exceed 7 codes per pitch command. These commands can be combined: "pt1:pt12" will give 12 characters per inch in Near Letter Quality mode.
- The "lpxx" command is used to change the line spacing on the printer every time a Form Advance command is used. Do not exceed 5 codes.
- The "subs", "sups", "line" and "bold" commands are used to start and stop the subscript, superscript, underline and bold on the printer. Leave them empty if your printer does not have some of them. A maximum of 5 codes can be used to define each one.
- The remaining lines can be used to define characters on the printer. The first code is the character to define and the remaining codes on that line will be sent to the printer instead of the character.

## Printer Setup Hints

This chart is designed to help you make the best selection in the Fleet System Default Values Menu for the printer driver and the secondary address.

**If you own:**

**Select:**

MPS-801, MPS-803	CBM-1525	0
MPS-802, HOMEWRITER	CBM-1526	0
Okimate-10	Okidata-120	0
DPS-1101, Olympia-RO, Juki	DPS-1101	0
MPS-1000	MPS-1000	128
Comriter, Olympia-2, Comrex-CR1	Brother	5
Comriter-CR2	Brother-HR15	5
Comrex-CR2, Daisy-2000, 6400	Diablo	5
BlueChip-LQ, Silver-Reed, 8300p	Diablo	5
RX, FX, JX, LX, Gemini-NX10	Epson	5
Citizen, Fujitsu, BlueChip-Mtx	Epson	5
Admate	Epson-MX80III	5
Gemini-15, Delta-10	Gemini-10	5
Gemini-SG15	Gemini-SG10	5
Okidata-92, 93, Okimate-84	Okidata-84	5
Roland-PR1011, Roland-PR1212	Panasonic	5
SmithCorona-D200, D300	Smith-D100	5
Printer not on list	ASCII	5

DPS-1101: Switch 1 and 3 on bank 1 are ON.

MPS-1000: Switch 1 and 3 are ON, switch 2 is OFF.

\* \* \* \* \*

## Appendix D ERROR MESSAGES

The following list consists of Error Messages displayed when using Fleet System. These messages are listed alphabetically to serve as a quick reference.

### **Cannot find thesaurus disk**

The thesaurus disk is not located in the specified drive.

### **Copy Error**

This message appears if an error occurs while copying files between two drives. Try the operation again.

### **Data not all used**

This message occurs during Data Merging when more variable items are waiting to be merged into variable blocks.

### **Dictionary file error**

The Fleet System Dictionary Disk has not been inserted in the disk drive.

### **Disk channel error**

The disk drive cannot be accessed. Usually caused by a loose or detached cable.

### **Disk full**

The diskette cannot accept any more information. You will have to format a new diskette, or scratch some files that you no longer need to free some space. A good rule to follow is to use a new diskette when the number of blocks free on the old one is approximately 25. This will allow you to add to some of the files on your diskette without the danger of getting a "Disk Full" error.

### **Dos mismatch**

You have tried to read a diskette formatted for another kind of disk drive that is not compatible with yours.

**Drive not ready**

The disk unit cannot find any diskette in the drive mentioned. Most often the diskette is not there at all. This error message may also appear if you try to read a diskette formatted for another kind of disk drive.

**File error**

The file you are trying to access is damaged. Try again and return to backup if necessary.

**File not found**

You have tried to recall a nonexistent file. The cause may be a spelling mistake in the name or that the file you requested is not on the disk.

**File type mismatch**

You have tried to recall a file that is not compatible with Fleet System.

**Header > tm**

The value given to the "hd" command cannot be greater than that given to the "tm" command.

**Illegal Command**

General message when printing, indicating that an error has been detected and the text is too wide for the current margins.

**Insert disk with Program Dictionary**

The Spell Checker Program Dictionary was not inserted in the drive before activating spell-checking.

**Insert disk with User Dictionary**

The Spell Checker User Dictionary needs to be inserted in the drive before activating spell-checking.

**Left margin > right margin**

The right margin must always be greater than the left margin. Make the necessary change. The minimum left margin is 1.

**Line beyond limit**

You have given a command to "jump" to a line that is beyond the limits of the computer memory.

**Line spacing illegal**

Only the values 1, 2 and 3 are permitted for line spacing.

**Margin error**

An incorrect margin format command (commonly seen as those in the header and footer margins) has been entered.

**No blocks found**

You have called for a data merge operation using a text file containing no variable blocks.

**No range defined**

You have called for a "Range" operation and no Range has been defined.

**Not enough data for blocks**

There are not enough variable items to fill the variable blocks in the document.

**No tabs set**

You have used the "tab" key <TAB> when there are no tab stops set on the Tab Indicator Line.

**No text**

You have asked Fleet System to print or to count words when there is no text in the Text Area in which you are working.

**No variable found**

Occurs if attempt to call in an append and specify a variable name that does not exist.

**Non-global operation**

You are trying to restart a global operation when the previous operation was not global.

**Paragraph too long**

The paragraph has exceeded 6000 characters in length.

**Printer file error**

The printer file that you created contains an error on the specified line.

**Printer file not found**

You have entered the name of a printer file that does not exist. Check the spelling and that you have included the exclamation point.

**Printer not present**

You have tried to output text to a printer that has not been turned on or not connected properly to the computer.

**Read error**

This message appears when a diskette is poorly inserted in the slot of the disk drive, or when the door is not properly closed, or when the diskette is not well centered, or when the magnetic surface is dirty or damaged. If the problem persists be sure the disk drive heads are clean, and if this fails ask your Commodore dealer for help.

**Right margin > 160**

The highest value you can give to the right margin is 160. Please keep in mind that there are not many printers that will handle lines that long.

**Right margin = 0**

The minimum right margin that Fleet System will accept is 2.

**Sequential file suspended**

An error has been encountered in the sequential file. You should recreate the file.

**Syntax error**

There is a mistake in a format command, in the way it

is written: incorrect command letters, a comma in the wrong place, a colon missing, a title that is too long, the letter O or I used instead of the number 0 or 1, etc.

**Text Area Full**

The text area is full. You cannot insert any more lines.

**Too much text to recall**

You have recalled a file into a text area that does not have enough space to accept the whole file. In other words, the file you're recalling is larger than the text area. (If you are in Extra Text Mode, try returning to Main Text!)

**Word exceeds text width**

A word is too long to fit within the present margin settings.

**Write error**

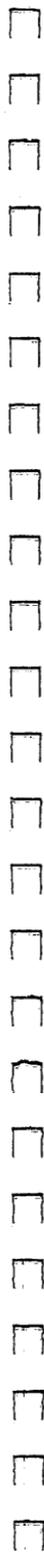
When you are writing something on a diskette, whether it is with the "store" or the "copy" function, the disk drive system reads periodically what has just been written and compares it with the original. If there is any difference, the "write error" message will appear. In that case begin the function over again.

**Write file open**

The file was not stored on the disk correctly by the disk drive. This problem is usually caused by a defective area on the data disk. In most cases the file cannot be recovered.

**Write protect on** This message tells you that the notch of the diskette is covered and that the disk drive cannot write any data on the diskette.

\* \* \* \* \*



## Appendix E TROUBLESHOOTING AND PROBLEM SOLVING

Below is a list of the most common problems which can sometimes arise when using Fleet System.

**Problem:**

The Disk drive starts loading the program, but after a few moments the drive stops but the light on disk drive remains on.

**Solution:**

- Program disk is damaged -- Replace it.
- Disk drive is out of alignment -- Try disk on another computer.
- Make sure the 40/80 button is down.
- **MAKE SURE THAT THE CAPS LOCK BUTTON IS IN THE UP POSITION.**

**Problem:**

The printer will not print but the Line and column counters are moving.

**Solution:**

The Secondary Address is improperly set. Commodore or Commodore compatible printers use a Secondary Address of 0. Most other printers use 5. This setting can be changed on the Default Values Menu.

**Problem:**

The printer appears to work fine, except it puts a character at the top of the very first page of the document when a printout is ordered.

**Solution:**

The interface being used is not set in transparent mode. Some interfaces have switches to obtain transparent mode, others require an open statement. If it is a Cardco interface, use the open statement we supply below before loading the program:

**OPEN4,4,25:PRINT#4:CLOSE4****Problem:**

The printer is printing in reverse casing.

**Solution:**

- Again, the interface is not set in transparent mode
- The printer is a Commodore or Commodore compatible printer. The user has not selected a CBM setting.

**Problem:**

"syntax error" or "invalid command" is displayed when a print or Preview command is issued.

**Solution:**

A format error has been made. The cursor will stop on the error. Common errors are:

1. Command is spelled wrong.
2. Return marker missing at end of line or following line.
3. Semi-colons and colons are used improperly.  
Colons - separate one command from another.  
Semi-colons separate commands from text.
4. Two commas have not been included in the header of footer command.
5. A blank space exist between the command and the return marker.

**Problem:**

My printer is not listed in the program and does not seem to work 100% with Fleet System.

**Solution:**

Use the instructions for creating a custom printer driver. This was a separate section included in your package.

**Problem:**

The Spell checker goes through a certain letter and stops or a "dictionary file" error occurs.

**Solution:**

The dictionary disk has become damaged. Use your backup disk or contact Professional Software.

**Problem:**

The program cannot get to load with the 40 column display.

**Solution:**

Fleet System was designed to be used with an 80 column screen. You can use a color RGB monitor or, with a special video cable, it can be used with a standard Composite video monitor. To make this special cable, you will need to construct (or buy) the simple cable shown below (please note that when the monitor is connected with this cable, the text display will be black and white).

RGB Connector  
on 128 Computer

Video in Connector  
on Composite Monitor

Pin #1 --->

Ground

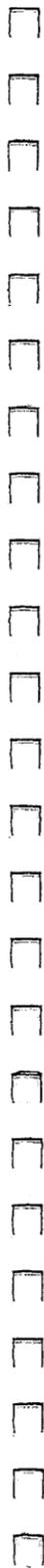
Pin #7 --->

Video In

At press time, we knew of three companies which market such a cable:

Company	Cable Model	Phone Number	Price
Cardco	C-128/80	316-267-3807	\$9.95
D.S.I.	I-40	316-264-6118	19.95
S.E.W.	2 for 1	800-227-9998	24.95

\* \* \* \* \*



## Appendix F CONVERTING WORDPRO 3 PLUS/64 FILES TO FLEET SYSTEM FILES

Before WordPro 3 Plus/64 text files can be used by Fleet System, a simple conversion must be made by a utility program contained on your Fleet System diskette. Please note that once these files are converted, they can only be used with Fleet System. Also note that each converted file will replace the original file. The steps to convert an existing file are as follows:

1. Turn on your system and place the Fleet System Program diskette in the drive.
2. TYPE load "convert",8 and PRESS <RETURN>. When the "ready" prompt appears, TYPE run. and PRESS <RETURN>.
3. From this point, the Convert program will prompt you for all the necessary information concerning each file you wish to convert.
4. When the desired text files have been converted, those files are ready for use with the Fleet System.

\* \* \* \* \*



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