

TIMEWORKS

33608
For Commodore* 64 and 128
Computers (64K, 40 column)

User's Manual

Word Writer 4

Combines the Word Processing Power of WORD WRITER
with Fonts; Mini-Graphics; and Premium Quality Print-outs.

✓ M, 00, 44

Published by Timeworks, Inc.

© 1983 Timeworks, Inc. All Rights Reserved.

* Commodore 64 is a registered trademark of Commodore Electronics, Ltd.

Customer Support Plan

Timeworks Technical Consulting Service is available to all registered users to support your installation and use of our software. To become eligible for this service, you must complete and return the enclosed Software Registration Card.

The answers to almost all of your questions can be found in this manual. To save you time, please read it thoroughly before contacting our Help Line. If your question concerns your hardware, contact your computer, disk drive or printer manufacturer first.

If your question concerns the program, we recommend using the QuantumLink telecommunications network, an on-line service network designed for Commodore users. Timeworks provides Customer Service message boards in the Commodore Software Showcase section of Q-Link. Through these message boards, you can receive fast, direct help and information from Timeworks employees and thousands of other Timeworks users.

If you still have questions and need to call us, we will be happy to receive your calls at one of the following numbers during normal business hours (9 a.m. to 5 p.m. Central Time).

Customer Support Help Line: (312) 948-9208

Update or replacement information: (312) 948-9206

To place an order: (312) 948-9202

If you write to us instead, be sure to include a phone number where you can be reached during the day.

NOTE: Please read the Pre-Call Checklist, which you will find at the end of this manual, before calling our Customer Support Help Line.

User's Manual

Word Writer 4

**Combines the Word Processing Power of WORD WRITER
with Fonts; Mini-Graphics; and Premium Quality Print-outs.**

Published by Timeworks, Inc.

© 1983 Timeworks, Inc. All Rights Reserved.

* Registered trademark of Commodore Business Machines



TABLE OF CONTENTS

1	INTRODUCTION	1
■	Text Mode vs. Font Mode	3
■	System Requirements	4
■	What's in This Package	5
■	Why Not Add Our FONT PACK?	5
■	How to Use This Manual	6
■	How WW4's Files Are Organized	7
2	PREPARING TO USE WW4	9
■	Making Back-up Disks	10
■	Installing WORD WRITER 4	10
	1) Drives	12
	2) Automatic Install	13
	3) Installing Your Printer	14
	4) Installing Fonts	16
	5) Setting Preferences	19
	6) Converting Text Files	21
	7) Copying or Deleting Files	22
	8) Running WORD WRITER 4	25
3	THE QUICK-START MINI-MANUAL	27
■	Reading the README File	27

Table of Contents

■ The WORD WRITER 4 Display	28
■ Text Mode vs. Font Mode	29
■ Loading a File	30
■ What Are Those Funny Marks For?	30
■ Seeing the Difference between Text and Font Mode ..	32
■ Moving Beyond Text Mode vs. Font Mode	34
■ Moving and Copying	36
■ Let's Learn about the Macro	37
■ Checking Your Spelling	37
■ Saving and Quitting	38

4 THE WORD PROCESSOR REFERENCE	41
A	41
Addition	41
B	41
Boldface, Turn On/Off	41
Bookmark	42
Bottom of Screen	42
C	42
Calculator	42
Caps Lock	43
Centering Text	43
Chaining Pages	44
Check Spelling	44
Check Thesaurus	44
Check mark, Deleting a	44
Check mark, Entering a	44
Clearing a Document	45
Clearing a Tab	45
Colors, Changing	46
Copying Files	46
Copy Block	46

Cursor Keys	46
Cursor, Moving the	46
Cursor, Fast	47
D	47
Define Macro	47
Delete Block	47
Deleting Files	48
Deleting a Character	48
Deleting a Line or to the End of a Line	48
Deleting a Word	48
Delimiter	48
Dictionary, Creating a Personal	49
Disk Commands	49
Disk Directory, Viewing	50
Divide	51
Double Spacing	51
E	51
Erasing (Scratching) a File	51
Expanded Fonts	51
F	51
Fast Cursor Up/Down	51
Files, Copying	52
Files, Erasing	52
Files Renaming	52
Font Mode	52
Font Tokens, Entering	53
Fonts, Installing	53
Font and Style Information	54
Footer, Entering a	55
Formatting a Disk	55
H	55
Header (Footers), Entering	55

Table of Contents

Headers (Footers), Entering Fonts, Styles and Margins	57
Help	58
I	59
Inserting a Character	59
Inserting a Line	59
Insert Mode	60
Italics, Turn On/Off	60
J	60
Justify Text	60
L	61
Left Align	61
Linefeeds	61
Loading a File	61
M	62
Macro, Defining, Playing and Saving	62
Margins, Setting	63
Mark, Set and Go to Next	64
Memory, Query	64
Merge (Files)	64
Merging Names (Mail Merge)	65
Modes, FONT and TEXT	65
Moving around in Your Document	65
Moving Text	65
Multiple Copies, Printing	66
Multiply	66
N	66
New Document	66
New (Format) Command	66
Non-typable ASCII Characters, Inserting	66
Normal ASCII	67
Number Pages (When Printing)	67

O	67
	Outline Index	67
	Outline Mode	68
	Overwrite Mode	68
P	68
	Page Length, Changing	68
	Play Macro	68
	Preferences, Setting	68
	Printer Codes, Defining	69
	Printer Codes (Entering Style Tokens)	69
	Printer Device	70
	Printer, Installing	70
	Printing a Document	71
	Print Preview	72
Q	73
	Quit	73
R	73
	Raise to a Power	73
	Reformatting Your Document	73
	Reformatting a Paragraph	74
	Renaming a File	74
	Return, Entering a Hard or Soft	74
	Right Align	74
S	75
	Saving Your Documents	75
	Saving Your Settings	77
	Search/Replace	77
	Search Again	78
	Set Printer Codes	78
	Sheet Feed	78
	Sign, Changing a	78
	Set Tab	78
	Spacing	79

Table of Contents

Spacing for Super and Subscripts	79
Style Tokens, Entering	79
Subscript Text, Turn On/Off	79
Subtract	80
Superscript Text, Turn On/Off	80
T	80
Tabs, Clearing	80
Tabs, Setting	80
Text Files, Converting	81
Text Mode	81
U	81
Underline, Turn On/Off	81
V	82
Viewing the Disk Directory	82
Virtual Margins	82
W	83
Word Count	83
Word Wrap	83
5 ALL ABOUT PRINTING	85
■ The Print Options Window	85
■ Unraveling the Mystery of Your Printer	95
Using Special Printer Features in FONT Mode	96
Using Special Printer Features in TEXT Mode	96
Helpful Printing Hints	100
6 USING THE SPELL CHECKER AND THESAURUS ..	103
■ Checking Your Spelling	103
■ Checking a Personal Dictionary	104
Correcting Your Misspelled Words	105
Saving the Suspect Word List	107

■	Using the Thesaurus	109
7	USING THE OUTLINER	113
■	Indexing the Outline	114
■	Formatting an Existing Outline	116
■	Editing Your Outline	116
	Index One Level Lower	116
	Index One Level Higher	118
■	Saving, Loading and Quitting	118
8	PERSONALIZING MASS MAILINGS	119
■	Printing Form Letters	121
9	THE APPENDIXES	123
■	The Font Library	123
■	Troubleshooting	134
	Error Messages	135
■	Pre-Call Checklist	137
■	Glossary	138
10	INDEX	141

Try Our Other Programs

If you enjoy this program, try these other, equally stimulating programs from Timeworks, Inc.:

Cat. No.	Program
-----------------	----------------

Home Management

6351	Data Manager 2
6353	Swiftax
6354	Swiftcalc
6357	Geos Writer 64
6360	Sideways
6361	Partner 64
6405	Font Pack

Personal Improvement

6105	The Evelyn Wood Dynamic Reader
------	--------------------------------

1 INTRODUCTION

What is WORD WRITER 4?

WORD WRITER 4 is a complete writing environment for memos, manuscripts and everything in between. It provides all the tools necessary for organizing your thoughts before you turn them into text plus everything you need to edit, insert, delete (remove) and rearrange your text. You'll produce professional-looking documents that reflect your writing style, using either your printer's built-in text mode features or using WW4's premium-quality fonts.

For those of you who are new to word processing on a computer, let's begin with a quick explanation of how word processing differs from typing. There are three main differences:

- You don't have to press the (carriage) return at the end of each line. After you set the margins, the word processor "knows" when you've reached the end of the line and will automatically "wrap" the next word to the beginning of the next line. You only have to press **RETURN** to signal the end of the paragraph or to tell the program that you want to leave a blank line.

1: Introduction

- If you don't like what you've written, you can go back and make corrections by either erasing text (called "deleting"); typing over existing text (called "overwrite"); inserting new text or by copying or moving text—all before you ever print a single character.
- And last, and this is the tricky part for long-time typists, many procedures are accomplished by pressing two keys at once—not consecutively, but simultaneously. Usually, it is the **(C=)**, the **(CTRL)**, or the **(SHIFT)** key that is pressed in conjunction with another key.

Now that we've talked about the things you'll have to learn (or unlearn) to get into word processing, let's talk briefly about why word processing is more than worth the effort it takes to learn.

After a little practice, you're sure to be able to word process faster than you can type. If there are any similarities among your documents, you can eliminate repetitious typing.

With a word processor, you're sure to become a better writer. Since editing is so easily accomplished, you won't be tempted to let the incorrect or mediocre "slide."

And, word processors do many things better and faster than you ever could—like spell checking, outlining and searching and replacing.

To further simplify and speed things up, most of the commands (or instructions for the computer) appear on the two keyboard overlays, which came with this program. In addition, a Help screen is always available. WORD WRITER 4 interfaces with Timeworks DATA MANAGER 2, to give you a versatile mailing list maintenance system and customized report writer. You can use WORD WRITER 4 with Timeworks DATA MANAGER 2, SWIFTCALC and PARTNER 64 programs. This unique compatibility lets you expand the capabilities of WORD WRITER 4 far beyond those of conventional word processing programs.

There is one very important concept, unique to WW4, that we should talk about before going any further. The program has two different operating modes: TEXT or FONT. In TEXT mode all characters will be of equal width when printed out, just like on a standard typewriter. In FONT mode, characters are created graphically and proportionally as in typesetting. Following is a description of each.

Text Mode vs. Font Mode

WORD WRITER 4 provides you with two printing/text creation modes—font and text. TEXT mode is by far the simpler of the two and is the fastest way to print your document. Text mode uses the printer's built-in, mono-spaced character set (all the characters are the same width) and any text enhancement styles your printer supports.

FONT mode uses your dot-matrix printer in its graphics mode. Printing is done by WORD WRITER 4's high-quality, proportionally-spaced fonts (a small "i" is narrower than a capital "W"), and built-in styles of underlined, bold, italics, superscript and subscript. These fonts and styles can be combined in many ways for complete flexibility.

WORD WRITER 4 can easily switch between FONT mode and TEXT mode at any time. Your document will quickly reformat to your selected margins and page lengths—all at the press of a key. In FONT mode, while the fonts themselves are not displayed on the screen, the screen will always reflect the correct words on each line and the number of lines on each page. This allows the program to operate very quickly and simplifies editing since you always know which words begin and end each line.

Now, let's make sure you have the right hardware to run WW4.

System Requirements

- A Commodore 64 or 128 in 64 mode
- One or two disk drives
- A monitor
- A printer—Daisywheel or dot matrix for TEXT mode, dot matrix for FONT mode

What's in This Package

Before we go any further, let's make sure that your copy of WW4 is complete. There should be:

- Two 5¼-inch Timeworks program disks (four sides)
- This user's manual
- Two keyboard overlays
- A registration card
- An update and exchange policy card
- A brochure describing our other Commodore programs

If you are missing any of the above, contact our Timeworks Customer Support Department for a replacement.

Why Not Add Our Font Pack?

Refer to the enclosed card to order our add-on FONT PACK. It will provide you with sixteen additional typefaces in 36 sizes!

How to Use This Manual

Because of WW4's keyboard overlays and Help, it is possible to use the program without first thoroughly reading the manual. However, you should stick with us at least through the first three chapters while we get you up and running. This should take about an hour. Chapter 3 is our Quick-start Mini-manual. At the beginning of this chapter is a very important instruction for the README file. Don't miss it!

After that, you may either continue along, exploring all the program's features and options in an organized progression of concepts and procedures, or you may jump right into the program. Note that, for ease of reference, Chapter 4 explains all of the word processing procedures in a straight alphabetic order. How's that for making it easy for you to find what you want?

In the manual, keystrokes are contained in rounded-corner boxes to resemble keys, and text which you type in is set in a typeface selected to resemble typewriter type. The up and down arrow keys are represented as , and the right and left arrow keys are represented as .

We provide brief definitions as we introduce each term which may be unfamiliar to you, but more complete definitions are provided in the Glossary at the end of Chapter 9.

How WW4's Files Are Organized

The disk labeled **PROGRAM** contains the Word Writer 4 program, the Text and Font printer driver files; the Install program and its related files.

Side 2 of the program disk, labeled **FONTS/DATA**, contains the 22 Word Writer 4 font files and the sample data files used in the Quick-start Mini-manual.

The disk labeled **DICTIONARY** contains the 26 Spell Checker dictionary files.

Side 2 of the dictionary disk contains the **THESAURUS**.

Now, let's move right into "Preparing to Use WW4."



2 PREPARING TO USE WW4

Before you can begin composing and editing text, there are a few housekeeping chores to do. First, cut the keyboard overlays that came with your WORD WRITER 4 package at the spot marked "trim here." Position the longer of the two overlays above the numeric keys and the shorter along side the keys marked F1 through F8. Make sure the side labeled "Word Writer 4" is on top. These keyboard overlays will serve as a constant reminder on how to use WW4 features.

Additional help is provided when the program is running. Simply press **F1**, and the Help screen will pop up. (**F1** is but one of eight function keys, the special set of keys on your computer identified as F1, F2, F3, etc.) Remember, in order to activate the even-numbered function keys, you must press the **SHIFT** while you press the function key. The Overlays and Help screen show WW4's functions.

Making Back-up Disks

To guard against the loss of important information, we recommend that you make back-up copies of the four sides of WORD WRITER 4 and use these as your working program disks. WW4 is not copy-protected, so you may use any commercially available back-up program to make your back-up copies. Put the originals away for safekeeping, making certain that they are not near magnets, moisture, dust or excessive heat.

NOTE: To make a back-up copy of the Thesaurus disk, use a program that can copy an entire disk—a file copy program, such as the one contained in the INSTALL program will not copy the Thesaurus disk.

Installing WORD WRITER 4

Before you can use WORD WRITER 4, you'll have to install your printer and fonts and set certain preferences. The INSTALL program included in this package will help you do this—plus create work disks, convert text files and copy or delete files.

To execute the INSTALL program:

1. Turn on your computer, including your disk drive and printer.
2. Insert your Program disk (the disk containing the WORD WRITER 4 program) in the disk drive (Device 8) so that Side 1 faces up. Now close the gate.
3. Type **LOAD "INSTALL",8** and press **RETURN**.^{*}
4. "SEARCHING FOR INSTALL, LOADING, READY" will appear on your screen.
5. TYPE **RUN** and press **RETURN**.

The INSTALL program will read two files: FONTS.DEF which contains information about any fonts you have installed; and DEFAULT.TXT which contains all your selected program settings, such as screen colors, print options and disk drive set-up.

After reading your files (if they exist), the WORD WRITER 4 INSTALL menu will appear on your screen.

To abort any function in the INSTALL program, press the **RUN/STOP** key. To exit INSTALL and save your changes, press **Q** at the main menu.

LOAD "INSTALL", 8, 1

2: Preparing to Use WW4

These procedures are listed in a logical progression and will help you get ready to use WORD WRITER 4. Here are the INSTALL program options.

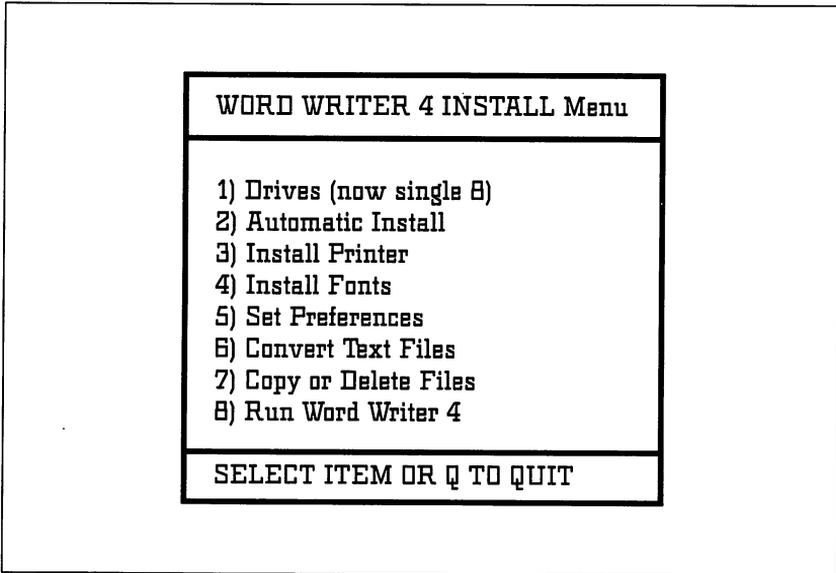


Figure 1

■ 1) Drives

This first menu option reflects the current setting. If you have a single disk drive that is device 8, you don't need to change this option. If you have a single device 9, two drives or a dual drive, press **1** until this option reflects your disk drive configuration.

This option also sets the default settings for the other INSTALL program options. Therefore, if you are using two drives, you should specify this fact here, or you will be restricted to one drive in the other options.

■ 2) Automatic Install

We recommend that you use this option the very first time you run the INSTALL program. It will guide you through formatting a data disk to use with WORD WRITER 4 and help you to install your printer and a pre-selected set of fonts. This is the easiest, fastest way to get started. Later, you can return to the INSTALL program and make any changes you like.

1. Press **(2)** to start the Automatic Install procedure.
2. When you are asked if you want to format a disk, press **(Y)** if you need to (knowing that formatting will erase any files on the disk) or **(N)** if you already have a formatted disk. If you press **(Y)**, you will be asked to enter a disk name (up to fifteen characters) and an ID number (any two characters). Enter your name and ID and press **(RETURN)**. The formatting will take about two minutes.
3. Next, you will be asked to select a printer from a list of names which will appear (more on that immediately following.) If your printer supports fonts, you will be prompted to place your FONT disk in the drive and press **(RETURN)**. A pre-selected group of ten fonts will be copied to your new data disk.

For single-drive users:

The Automatic Install option creates a disk containing your selected printer driver, now named DEFAULT.GRF; a draft mode printer driver (if your printer supports it) named DEFAULT.DRF; and ten font files. Your data files (documents) must be saved on this disk as well. We call this your WORK disk.

In other words, in order to print your documents using only one drive, all of the needed printer driver and font files have to be on the same disk as the document you want to print. When your WORK disk is full, you have to either create a new WORK disk or transfer your data files off to a non-printable storage disk.

For two-drive users:

The Automatic Install option will copy the same printer driver and font files to disk and is also referred to as your WORK disk. Your documents, however, should be saved onto a separate formatted disk, which we will call your DATA disk. When working with WW4, you will have the WORK disk in one drive and the DATA disk in the other drive.

■ 3) Installing Your Printer

Press **3** and a list of printer names will appear. Use the **↑↓** to select the name of your printer and press **RETURN** to install that printer driver.

NOTE: If you intend to use GEOS fonts, install a printer whose name ends with “/g.” These drivers are matched to the lower density GEOS fonts and will provide a better print quality when GEOS fonts are used. Printing GEOS density fonts with a standard WW4 printer driver tends to print the characters thinner and taller than you might like. Not all printer drivers offer /g versions. If yours does not, select the standard printer driver.

If Your Printer Is Not Listed . . .

If the name of your printer is not on the list, your printer is probably compatible with one that is. Here's what to look for:

- If your printer is Epson compatible, try the Epson it is compatible with or the LIKE.EPSON.1, LIKE.EPSON.2, LIKE.EPSON.3 and LIKE.EPSON.4 drivers—in that order.
- If your printer is Commodore 1525 compatible, try the LIKE.1525.1 and LIKE.1525.2 drivers.
- As a last resort, check your printer's manual or contact the printer manufacturer to find out which listed printer is compatible with yours.

You'll need to go on and try to print to see if your choice is correct. If printing fonts fails, simply reload INSTALL and choose a different printer driver.

■ 4) Installing Fonts

NOTE: You must have installed a printer that can print fonts before you can use this option.

Side 2 of the program disk is labeled FONTS and contains 22 font files for use in Word Writer 4. However, since WW4 can only use ten fonts per document, this option lets you select which fonts you want to use. (To see what the fonts look like, turn to “The Font Library” in Chapter 9.) Fonts can be installed or deinstalled at any time; however, the font files themselves are *not* copied using this option. You must use Option 7, Copy/Delete Files to first copy the desired fonts to the proper disk.

Copy all the fonts that you want installed to your WORK disk.

1. From the WORD WRITER 4 INSTALL menu, press **4**. The Install Fonts Window will appear.
2. Insert the disk which contains your fonts in the indicated drive.
3. To install/deinstall fonts, press **2** and the Install/Deinstall Fonts Window will appear. If you have previously selected this option, the currently installed fonts will be flagged by check marks. Press **↑** to move the highlighted selector among the fonts. Press **RETURN** to install, press **INST/DEL** to deinstall. You can install up to ten fonts. Press **F7** after you've completed your selections or **RUN/STOP** to exit this option.

4. The default font is the font that will be used in your document initially. It is a good idea to select a standard size text font such as Deerfield 10 or Desplaines 12 as your default. Press **(↑↓)** to move the cursor among the installed fonts. (A font must be installed before it can be selected as a default.) Press **(SPACEBAR)** to select the default font. Press **(INST/DEL)** to deinstall any of these fonts.

Converting GEOS Fonts

As well as having its own high-density fonts, WW4 can also use the lower-density GEOS fonts (not Mega fonts). For best results, do not mix Word Writer 4 fonts and GEOS fonts in the same document. The choice of which ones you use is a matter of personal preference.

However, if you decide to use GEOS fonts, you must first convert them before you can install them. The procedure is slightly different for single and two drive users. In short, if you are using a single drive, the GEOS fonts are converted and written to the same disk. If you have two drives or a dual drive, the fonts are simultaneously converted and written to your WORK disk. To convert GEOS fonts:

If you are using a single disk drive:

1. Use GEOS to copy the desired GEOS font or fonts to your WORK disk. The INSTALL program cannot copy GEOS files!
2. Load the WW4 INSTALL program and press **(4)** from the main menu.

2: Preparing to Use WW4

3. Insert your WORK disk into the indicated drive.
4. Press **[4]** to select the Convert GEOS Fonts option. You *must* already have installed your printer to use this option.
5. Press **[↑↓]** to move the cursor between files and press **[RETURN]** to select individual files. To select (or toggle on) all files, press **[SPACEBAR]**. **[INST/DEL]** deselects. When you have made your selections, press **[C]**. "PROCEED?" will appear in the prompt area at the top of the window. If you wish to continue, press **[Y]**. A series of messages will inform you of the progress of the copying.

NOTE: If you have enough room on the GEOS fonts disk, you can do the conversion first, then after converting the GEOS fonts, copy the new font files to your WORK disk using the Copy or Delete Files option. The converted font file names all begin with a highlighted "f".

6. Finally, use the Install/Deinstall Fonts option as previously described.

If you are using two disk drives or a dual drive:

1. Load the INSTALL program and press **[4]** from the main menu.
2. Insert your WORK disk into the indicated drive.
3. Insert your GEOS disk into the indicated drive.
4. Press **[4]** to select the Convert GEOS Fonts option. You **MUST** already have installed your printer to use this option.

5. Press the **(↑↓)** keys to move the cursor among files and press **(RETURN)** to select individual files. To select (or toggle on) all files, press the **(SPACEBAR)** key. **(INST/DEL)** deselects. When you have made your selections, press **(C)**. "PROCEED?" will appear in the prompt area at the top of the window. If you wish to continue, press **(Y)**. A series of messages will inform you of the progress of the copying.
6. After converting the GEOS fonts, use the Install/Deinstall Fonts option as previously described.

NOTE: If you intend to use GEOS fonts, install a printer whose name ends with "/g." These drivers are matched to the lower density GEOS fonts and will provide a better print quality when GEOS fonts are used. Printing GEOS density fonts with a standard WW4 printer driver tends to print the characters thinner and taller than you might like. Not all printer drivers offer /g versions. If yours does not, select the standard printer driver.

■ 5) Setting Preferences

WORD WRITER 4 allows you to select text, background and status line colors a solid or a blinking cursor and which drive will hold the various WW4 program disks.

From the WORD WRITER 4 INSTALL menu, press **(5)** to set your preferences.

2: Preparing to Use WW4

- To set your text color, press **1** from the Set Preferences Window. Continue to press **1** until the contrast is to your liking.
- To change the background, press **2** from the Set Preferences Window. Continue to press **2** until the setting is to your liking.
- The Set Status option sets the color for the prompt boxes and the status line at the top of the screen. To cycle through the available choices, keep pressing **3** from the Set Preferences Window.
- To toggle between a blinking or a solid cursor, press **4** from the Set Preferences Window.

The remaining preferences instruct Word Writer 4 where to look for each of the three listed disks. We recommend you set these options as follows:

With a single 1541 drive:

DATA DRIVE	(now 8)
THES/DICT DRIVE	(now 8-0)
FONT DRIVE	(now 8-0)

With two 1541 drives:

DATA DRIVE	(now 8)
THES/DICT DRIVE	(now 9-0)
FONT DRIVE	(now 9-0)

NOTE: If you are using a 1541 and a 1581 together, designate the 1581 for fonts and data. The Thesaurus will not work on a 1581. If you won't be using the Thesaurus, you may also copy the Dictionary files to the 1581 disk. If you choose to do this, all drive assignments will be to the same drive.

With a dual drive:

DATA DRIVE	(now 8-0)
THES/DICT DRIVE	(now 8-1)
FONT DRIVE	(now 8-1)

■ 6) Converting Text Files

WW4 can load directly files created in previous WORD WRITER 64 programs, including WORD WRITER 3. In addition, you can convert files from other popular word processing programs and use them in Word Writer 4. In most cases, the converted file will contain all of the text underlining, bold, italics, super and subscript style information of the original. Converting a file will not alter your original file.

You can also convert Word Writer 4 files into plain ASCII, PetASCII or GEOS Text Scrap files if you desire.

To convert text files:

1. Press **(6)** at the INSTALL menu.
2. Insert the disk that contains the file to convert.

2: Preparing to Use WW4

3. Select the appropriate conversion from the list on the screen.
4. The directory of your disk will be displayed. Select the file you wish to convert.
5. You will be asked for a file name to Save As. Enter a name which is different from the original name or else the file will be overwritten. Press **RETURN** to complete the conversion. The new file will be written to the same disk as the original file. If you have a single disk drive, use the Copy or Delete Files option to copy the file to your WORK disk. If you have two drives, copy the file(s) to your DATA disk.

NOTE: If you want to convert a WW4 file to GEOS, use the INSTALL program to copy your WW4 file to your GEOS work disk before conversion. The converted file becomes your current text scrap.

Word processors have many different ways of imbedding formatting commands and style information. Much of this is not recognized by WW4. WW4 will insert a highlighted symbol whenever it encounters a command it doesn't recognize. You can easily find these symbols with WW4 by simply invoking the Go to Next Mark function **(G) (N)** from within the program. This procedure allows you to locate and edit these areas quickly. After converting, you should load the file to make any needed touch-ups and to reformat it before printing.

■ 7) Copying or Deleting Files

You can copy and delete files or format a disk using this option. The INSTALL program cannot copy GEOS files.

1) **Set Source**—Press **1** from the Copy or Delete Files Window to specify which drive is your source drive. The source drive contains the disk *from* which the file(s) will be copied.

2) **Set Destination**—Press **2** from the Copy or Delete Files Window to specify which drive is your destination drive. The destination drive contains the disk *to* which the file(s) will be copied.

NOTE: If you use a single disk drive, both the source and the destination must be the same. Remember, the choices you made in INSTALL under “Drives” will determine your choices for Source and Destination. If you set the Drives option to SINGLE 8, you will not be able to change the Source and Destination drives here.

3) **Source Directory**—To view the Source Directory, press **3** from the Copy or Delete Files Window. You will see a directory of the disk in the Source drive, the name assigned to the disk and the amount of free disk space.

4) **Copy Source Files**—To select the files you want to copy from the source disk to the destination disk, press **4** from the Copy or Delete Files Window.

The Copy Files Window will present a directory of files. Press **↑↓** to move the cursor between files and press **RETURN** to select individual files. To select (or toggle on) all files, press the **SPACEBAR** key. **INST/DEL** deselects.

When you have made your selections, press **(C)**. "PROCEED?" will appear in the prompt area at the top of the window. If you wish to continue, press **(Y)**. A series of messages will inform you of the progress of the copying.

If you are using a single disk drive, you will be prompted when to insert the appropriate disk. When the program has finished, you will return to the Copy Files Window. You may continue to copy files, or you can return to the INSTALL program menu by pressing **(RUN/STOP)**.

5) Delete Destination Files—To delete destination files, press **(5)** from the Copy or Delete Files Window. The Delete Files Window, with a directory of the files in the destination drive, will pop up. Press **(↑↓)** to move the cursor between individual files. Press **(RETURN)** to select individual files. Press **(SPACEBAR)** to toggle on (or select) all files. Press **(INST/DEL)** to deselect individual files.

When you have selected your files, press **(D)**. "PROCEED?" will appear at the top of the window. Press **(Y)** if you are certain that you want to delete the checked files.

HINT: If you have two drives, use this option to view the directory on the destination disk. To leave this option without deleting any files, press **(RUN/STOP)**.

6) Format a Disk—To format a disk, press **(6)** from the Copy or Delete Files Window. A window will pop up, and you will be asked to provide a disk name and ID. Type in this information at the cursor. The disk name can be any name, up to sixteen characters. The ID must be two characters. A second window will ask you to insert a new disk into the destination drive. Press **(RETURN)**.

■ 8) Running WORD WRITER 4

This option exits the INSTALL program, saves your settings and loads the WORD WRITER 4 program. Since many times you'll be loading and running WW4 without needing the other options from INSTALL, there are two other ways to load WW4.

Loading WORD WRITER 4 from BASIC

1. Turn on your computer, including your disk drive and printer.
2. Insert your program disk in disk drive 8 so that Side 1 faces up. Close the gate.
3. Type **LOAD“:*”,8** and press **RETURN**.
4. When “READY” appears, type **RUN** and press **RETURN**.

Loading WORD WRITER 4 from GEOS

1. After booting your system with GEOS, insert your WW4 program disk (labeled Side 1) into drive 8, with Side 1 facing up.
2. Use either the mouse or joystick to move the arrow on your screen to the disk drive icon and click on the button.
3. File icons will appear on your screen. Move to the WW4 icon and select the main program by double-clicking on the button. This will load WORD WRITER 4 into your computer.

3 THE QUICK-START MINI-MANUAL

Now that you've completed your preliminary housekeeping, you're ready to start word processing. At this point you should have your keyboard overlays positioned on your keyboard and should have run the Automatic Install option in the INSTALL program. By the end of this chapter, you'll be ready to compose your own document.

Reading the README File

After loading WW4, but before you go any further, read the README file on your Program disk. This file, located on Side 2, contains any modifications that do not appear in this manual. To view this file after loading WW4, press **(C) (L)** to load the file. At the prompt, "LOAD FILENAME?" type **README** and press **(RETURN)**. The file will appear on your screen.

Let's get acquainted with the editing screen display. To create a new document after reading the README file, press **(CTRL) (8)**. In response to "NEW DOCUMENT OR QUIT?(N/Q)" press **(N)**. You will now see a clear WORD WRITER 4 display.

The WORD WRITER 4 Display

At the top of the display you will see:

WORD WRITER 4

INS P:01 L:01 C:01

This is the Status line. WW4 sometimes asks you questions. These questions or prompts always appear on the Status line. On the right side of the Status line, you will see P:01 L:01 C:01. These numbers tell you the location of the cursor (the lighted marker that indicates where keyboard input will take place). For example: P:01 stands for the page number where your cursor is located. You can create documents of up to twenty pages. (You are now on Page 1.)

L:01 stands for the line number where your cursor is located. You are now on Line 1.

C:01 stands for the column number. The column number is your horizontal position on the display. You are now in Column 1.

Text Mode vs. Font Mode

WORD WRITER 4 provides you with two printing/text creation modes—font and text. TEXT mode is by far the simpler of the two and is the fastest way to print your document. TEXT mode uses the printer's built-in, mono-spaced character set (all the characters are the same width) and any text enhancement styles your printer supports.

FONT mode uses your dot-matrix printer in its graphics mode. WORD WRITER 4 will print high-quality, proportionally-spaced fonts (a small “i” taking less space than a capital “W”), and built-in styles of underlined, bold, italics, superscript and subscript. These fonts and styles can be combined in many ways for complete flexibility.

WORD WRITER 4 can easily switch between FONT mode and TEXT mode at any time. Your document will quickly reformat to your selected margins and page lengths—all at the press of a key. In FONT mode, while the fonts themselves are not displayed on the screen, the screen will always reflect the correct number of words on each line and the number of lines on each page. This allows the program to operate very quickly and simplifies editing since you can always see exactly where your text appears on each line and on each page.

All of this will mean much more to you when you print the sample file SAMPLE, first as a text document and then as a font document (assuming you have a dot matrix printer.)

Place Side 2 of the Program disk into your data drive. This disk contains the sample document.

Loading a File

Before you begin, first take a look at the document SAMPLE. To load this document into WW4, press **F2** (overlay). Remember, the even-numbered function keys are accessed with the **SHIFT** key. For example, **F2** is obtained by pressing **SHIFT F1**.

“SAVE/LOAD/MERGE? (S/L/M)” will appear in the status area at the top of the screen. Press **L** to load. “LOAD FILENAME?” will appear in the status area at the top of your screen. Type in **SAMPLE** and press **RETURN**. The document will appear on your screen.

What Are Those Funny Marks For?

Very briefly, the codes “imbedded” in this document are—from top to bottom—check marks (they look like check marks), hard returns (they look like ↵) font codes (they look like **2**) and style codes to tell the printer to use certain enhancements, such as underlining (they look like **U**).

The check mark at the top of the document (✓m,10,60 **RETURN**) sets the left margin and line length. (In this case, the left margin is 10 and the line length is 60. Just precisely what 10 and 60 stand for depends on whether you are in TEXT or FONT mode. More on that later.) On the second line, the (✓center) instructs WW4 to center the text on the following lines.

(See “Check mark, Entering a” in Chapter 4.)

The hard returns are shown on your screen as left-facing arrows and tell the program that this is the end of a paragraph.

The highlighted numbers, or “font tokens,” in the document are used in FONT mode to tell WORD WRITER 4 that you wish to switch from one font to another.

The highlighted letters, or “style tokens,” tell the program that the text in between these codes is to be printed in a special style, such as underlined or italic. The uppercase (capital) letters are set by pressing **CTRL** along with that letter and begin that particular printing enhancement. The lowercase (small) letters are created by pressing **C** along with the corresponding letter and end the enhancement.

Later in this manual, we'll show you how to enter, change and delete the font and style tokens. You have complete control and flexibility in the way your text looks.

Seeing the Difference between Text and Font Mode

Since the object of this exercise is to show you the difference between TEXT and FONT mode, press **CTRL 9**. The PRINTER OPTIONS menu will appear. Let's first print SAMPLE in TEXT mode. To do so, set the Print Fonts option to N by pressing **A**. Be sure your printer is connected, turned on and has paper. Now, press **RETURN**. The document will print out in TEXT mode.

When you installed your printer in Chapter 2, (and responded to the options in the Set Preferences Window) the values for options OPEN 4,4?, NORMAL ASCII and LINEFEEDS were pre-set for your printer and will probably never need to be changed. A detailed explanation of these options can be found in Chapter 5, "All about Printing."

NOTE: If the document doesn't print or doesn't appear to print correctly, you may have installed the wrong printer. Return to Chapter 2 and install the correct printer.

TEXT mode printing is the fastest way to get your document on paper. In many cases this will suffice. However, if you have a dot matrix printer, you have another option. To print in FONT mode, you'll have to set that first option in the PRINT OPTIONS menu, so press **CTRL 9**. At the menu press **A** to toggle back to Y(es) for print fonts.

Now press **RETURN** to print.

In FONT mode, you can print only from disk. (There's much too much going on to be held within the Commodore 64's 64K memory.) If you had just created SAMPLE—or any other document—or if you had made any changes to the document, you would be prompted to save the file before printing in FONT mode. After the file was saved to disk, you would print that file from disk. Since SAMPLE is already on disk, "PRINT FILENAME?" will appear on the Status line at the top of your screen followed by the current filename—**SAMPLE**. Respond by pressing **RETURN**.

WARNING: Printing in FONT mode will erase any document in memory. It is essential that you save your document before printing in FONT mode, or your work will be lost.

This is lesson *Number One* in printing in FONT mode—The more you switch among fonts, the more time it takes to print a page.

When your document has finished printing, compare this print-out with your first print-out. In what can only be described as a graphic demonstration, this second printing of SAMPLE certainly looks more like an announcement.

And now you know the difference between TEXT and FONT mode—and the trade-offs that are involved in selecting one mode over the other.

Moving Beyond Text Mode vs. Font Mode

You have already learned quite a bit in working with SAMPLE: loading a file, checkmarks, hard returns, font and style tokens, the differences between TEXT and FONT mode and printing.

Now let's try some editing functions, using the same file, SAMPLE.

Instead of relying on the keyboard overlay, this time press the mnemonic **(C) (L)**. This will load a file directly, by-passing the "SAVE/LOAD/MERGE" prompt. The prompt "LOAD FILENAME?" will appear, along with the name of the current file. Simply press **(RETURN)**—just as you've done before. Now that SAMPLE is on your screen, we're going to move from the top of the screen to the bottom of the screen. Press **(C) (CLR/HOME)**. The cursor will move from the top of the screen to the bottom of the screen.

To return to the top left of the screen press **(HOME)**.

To scroll quickly through your document, press **(F7)** to move a quarter way down the screen, **(F8) (SHIFT) (F7)** to move a quarter way up the screen.

For other ways to move within your document, see Cursor Movement in Chapter 4.

A quick way to move about in a document—particularly a long document that you’ve created—is to use the search feature.

Making certain that you’re at the top of SAMPLE, check the keyboard overlay at the top of your computer to find the search function. Press **CTRL** **1** (one). At the prompt “SEARCH FOR?” type **RED** and press **RETURN**. For now, by-pass the prompt “REPLACE WITH?” and press **RETURN**. The cursor will jump to the first occurrence of **RED**. Go to the second occurrence, by pressing **CTRL** **2** (for search again).

Now let’s find another word for “RED” by using the Check Thesaurus feature. Place the Thesaurus disk in the drive you assigned for it in the INSTALL program and press **F4**. (Remember that even-numbered function keys are accessed by pressing **SHIFT**.) “RED” will appear in the Status line at the top of your screen. Press **RETURN**, and the Thesaurus will respond with a list of suitable synonyms. Let’s select crimson by typing **2** and pressing **RETURN**.

You’ll learn more about the Thesaurus in Chapter 6.

Oh dear, we didn’t want just “crimson.” We wanted “bright crimson.” You can edit text in either the INSERT or the OVERWRITE mode. To show you the difference between INSERT mode and OVERWRITE mode, press **SHIFT** **↵** to move the cursor to the “c” in crimson and then press **CTRL** **INS/DEL** to change to INSERT mode. When you are in INSERT mode, the letters “INS” will appear in the Status line.

Now type **bright**. As you type, the word “crimson” is pushed aside. While we’re in the business of adding and replacing words, press **HOME** to go to the top of the screen. Once again, press **CTRL 1** to enter the Search & Replace feature. At the prompt “SEARCH FOR?” type **FEAST** and press **RETURN**. At the prompt “REPLACE WITH” type **PIG OUT** and press **RETURN**. We now have **PIG OUT on Hot Dogs, Pizza, Chili!**. Every occurrence of “Feast” will now be replaced by “PIG OUT” from the cursor to the end of the document.

Moving and Copying

Now we’re ready for some fancy stuff—move and copy. Move the cursor to the first letter in **PACK** the **PLACE** and press **⌘ 2** (copy). At the prompt “CRSR TO SELECT, RETURN TO COPY,” move the cursor to the last letter in **PACK** the **PLACE** and press **RETURN**. At the prompt, “PRESS RETURN AT NEW LOCATION,” press **⌘ G** to go to the very end of the document and press **RETURN**. **PACK THE PLACE** will now be repeated at the bottom of **SAMPLE**.

Let's Learn about the Macro

One of the shortcuts you can take in WW4 is to use the Macro feature. You may create one for any commonly used phrase—such as **Cordially yours, John Smith**. Press **⌘ 5**. At the “CREATE MACRO” prompt type **BAH, HUMBUG!** and, once again, press **⌘ 5**. “MACRO ENDED” will appear on the Status line at the top of your screen. Now jump to the end of **SAMPLE** by pressing **⌘ G** and then press **CTRL 5** to play the macro. **BAH, HUMBUG!** will appear on the line after “PACK the PLACE.” This macro can be saved using the **SAVE SETTINGS** function. We will explain this later on.

Checking Your Spelling

Before you learn how to “QUIT,” we have one more task—checking the spelling of our document. To use the Spell Checker, load the document to be checked into **WORD WRITER 4**, and select the **Check Spelling** option by pressing **F3** (check spelling).

The program will then sort the words of your document into alphabetical order. After sorting, WORD WRITER 4 will tell you the number of words and the unique words in your document. Remember to insert your dictionary disk in the disk drive you specified in the INSTALL program so that the computer can read the Spell Checker dictionary. Press **RETURN** to check the spelling or **RUN/STOP** to obtain only the word count display.

After checking its own dictionary, WW4 will ask if you are using a Personal Dictionary. For now, simply press **N**. When the computer is finished checking your document against the WW4 Spell Checker dictionary, you will see the prompt: "F1:REPLACE WORD F3:NEXT WORD F8:EXIT." Press **F8** to exit the Spell Checker and return to your document.

For more Spell Checker information, see Chapter 6.

Saving and Quitting

After you've checked your document's spelling, you may want to save your corrected document. To save, press **F2**. At the prompt, "SAVE/LOAD/MERGE? (S/L/M)," press **S** for the Save function. Press **RETURN** to save.

After you've saved, you can either print the document or—since you already know how to print in both TEXT and FONT modes—you can simply quit. To quit, press **CTRL** **8**. At the prompt “NEW DOCUMENT OR QUIT” press **N** to begin a new document or press **Q** to Quit WORD WRITER 4.

If you have any specific questions about WW4's functions, consult Chapter 4. Answers to your printing questions may be found in Chapters 4 and 5.

4 THE WORD PROCESSOR REFERENCE

Printing, Spell Checking, the Thesaurus, the Outliner, Mail Merging, Troubleshooting and the Glossary are covered in greater detail in subsequent chapters. This chapter presents a straight alphabetic reference to WW4's most used features. We have tried to list each feature under the word we think you would look for. Where we weren't sure, we have cross-referenced.

■ A

Addition **CTRL** **3** **+**

See Calculator.

■ B

Boldface, Turn On/Off **CTRL** **B** / **⇧** **B**

To turn on Boldfacing, press **CTRL** **B**. A highlighted capital letter "B" will be inserted at the cursor location and all following text will be printed boldface. To turn boldface off, position the cursor after the last character to be boldfaced and press **⇧** **B**. A highlighted lower case "b" will be inserted to indicate where the boldfacing will end.

In FONT mode, the bold style is created by WORD WRITER 4. In TEXT mode, the bold style must be supported by your printer. WW4 simply sends the codes defined in the Printer Codes Window, **⌘** **⌘**.

Bookmark **⌘** **S** **⌘** **N**

See Mark, Set and Go to.

Bottom of Screen **⌘** **CLR/HOME**

See Cursor, Moving the.

■ C

Calculator **⌘** **3**

The Calculator works like an ordinary pocket calculator. It performs simple math operations—add **+**, subtract **-**, multiply *****, divide **/**, raise to a power **↑** and change sign **:**. After you've made your calculation by pressing **=**, you can enter the result directly into your text by pressing **T**. To exit the Calculator, press **RUN/STOP**.

To use the Calculator:

1. Press **⌘** **3** and the Calculator will appear on the screen.
2. Type in a number—"999" for example. The numbers will appear in the calculator display.

3. Press one of the math operation keys, such as **[/]**. It will appear by the calculator display.
4. Then enter the second number—"3," for example. It will appear in the calculator display.
5. Press **[=]** and the results—in this case "333"—will appear in the calculator display.
6. To enter this answer in the current document, press **[=]** and then **[T]**. The answer will appear in your document at the cursor location.

Caps Lock **[⌫] [C]**

WORD WRITER 4 allows you to toggle between all uppercase (CAPITAL) letters and upper and lowercase letters. The default mode is lowercase, using the **[SHIFT]** key to create individual capital letters. To toggle to all uppercase letters, press **[⌫] [C]**. The letter C on the Status line will be highlighted. Pressing **[SHIFT]** now gives lowercase letters. To change back, press **[⌫] [C]** again. This does not affect the number keys as does **[SHIFT/LOCK]**.

Centering Text ✓ **CENTER**

To center lines of text, press **[CTRL] [⌫]**, to enter a check mark. Type **center** and press **[RETURN]**. All following text will be centered until the next formatting check mark is inserted. ✓ **left** is the default style. Check marks can be deleted by deleting the entire line—**[CTRL] [7]**.

Chaining Pages (**⌘P**, Option G)

See Printing Your Document.

Check Spelling (**F3**)

See Chapter 6.

Check Thesaurus (**F4**)

See Chapter 6.

Check mark, Deleting a (**⌘Z**)

To delete a check mark, move the cursor to the check mark and press **⌘Z**, the delete line function.

Check mark, Entering a (**⌘E**)

Check marks control document formatting. To insert a check mark, press **⌘E**, and then enter the command—such as “center”—and then press **RETURN**. Commands can be abbreviated to their first letter. To delete a check mark, move the cursor to the check mark and press **⌘Z**, the delete line function. Check mark lines do not print out.

Here are the check mark commands:

- c for center (✓c)
- e+ for expanded on (✓e+)

- e - for expanded off (✓e-)
- f for footers (✓F,lm,ll,Left Center Right)
- h for headers (✓H,lm,ll,Left Center Right)
- j for justified text (✓j)
- l for left aligned text only (✓l)
- m for margins (✓m,lm,ll) with lm representing left margin and ll representing line length
- r for right aligned text (✓r)
- s for spacing of lines (leading) in FONT mode (✓s,nn)
“nn” represents a value in “points.” In typesetting a point is equal to 1/72nd of a vertical inch. Spacing must be between 0 and 15 or it will be ignored.

Also see Chapters 5 and 9.

Clearing a Document or

To clear a document from your screen, press or . NEW DOCUMENT OR QUIT?(N/Q) will appear on the Status line at the top of your screen. Press . (If you press , you will exit the program.)

Clearing a Tab

See Tab, Clearing.

Colors, Changing

See “Setting Preferences” in the INSTALL section in Chapter 2.

Copying Files

See “Copying or Deleting Files” in the INSTALL section in Chapter 2.

Copy Block **⌘**2

To copy a block of text, move the cursor to the first character of the text you want to copy and press **⌘**2. Move the cursor to select the text you want to copy, and to press **RETURN**. Finally, move the cursor to the position (outside the highlighted area) where you want the copied text to appear and press **RETURN**.

Cursor Keys **⏪** **⏩**

The two cursor keys are on the lower right corner of the keyboard. They are used to move the cursor within your document. If a document is not on the screen, the keys will not function.

Cursor, Moving the

Up one line, press **SHIFT** **⏪**.

Down one line, press **⏩**.

Left one character, press **SHIFT** **⏪**.

Right one character, press **⏩**.

To the beginning of the line, press **⌘**6.

To the end of the line, press **CTRL** **6**.

To the beginning of the next line, press **RETURN**.

To the bottom of this or the next screen, press **☒** **CLR/HOME**.

To the top of this or the previous screen, press **HOME**.

To the next tab location, press **TAB**.

To the next page, press **CTRL** **N**.

To the previous page, press **CTRL** **P**.

To the top of the document, press **CTRL** **G**.

To the end of the document, press **☒** **G**.

Cursor, Fast **F7** and **F8** (**SHIFT** **F7**)

To scroll quickly through your document, press **F8**

(**SHIFT** **F7**) to move a quarter way up the screen, **F7** to move a quarter way down the screen.

■ **D**

Define Macro **☒** **5**

See Macro, Defining, Playing and Saving.

Delete Block **☒** **3**

To delete a block of text, press **☒** **3**. Move the cursor to highlight the text you want to remove from your document and press **RETURN**. To abort the operation, press **RUN/STOP**.

Deleting Files

See the INSTALL section in Chapter 2 and “Disk Commands, the SCRATCH command.”

Deleting a Character **DEL**, **☞** **D**

To delete a character to the left, press **DEL**. To delete a character to the right, press **☞** **D**.

Deleting a Line or to the End of a Line **CTRL** **Z**

To delete a line of text or to delete from the cursor to the end of the line, move the cursor to the desired position on the line and press **CTRL** **Z**. If you place the cursor on the first character, the whole line will be deleted. If you place the cursor anywhere else, the deletion will be from the right of the cursor to the end of the line.

Deleting a Word **☞** **Z**

To delete a word, place the cursor within the word and press **☞** **Z**.

Delimiter **CTRL** **D**

The delimiter symbol ■ is used for two purposes: for ending each line of an address list and for calling for a page number to be printed in a header or footer.

See Headers, Entering and Chapter 8, “Personalizing Mass Mailings.”

Dictionary, Creating a Personal

See Chapter 6.

Disk Commands **⌘** **8**

When you first enter the Disk Commands option, if there is an error condition on the data drive, the error code will be displayed on the Status line. Press any key to clear a displayed error before entering a disk command.

Disk commands are instructions that you send to your disk drive via your computer. The following is a list of some of the more common commands and the syntax you must enter to use these commands from WW4. Also consult your disk drive user's manual. The 0 in each of the following disk command formats represents a disk drive number. If you are using drive 1 of a dual drive, enter 1 in these formats; otherwise, enter 0.

The SCRATCH (Delete/Erase) command—Tells your drive to erase a specific file. To scratch (or erase) a file on a disk, press **⌘** **8**. In response to "DISK COMMAND?," enter **s0:** followed by the name of the file you want to scratch. (If you have used the Scratch command on a disk three times, use the Validate command on that disk before scratching another file.)

The **NEW (Format)** command—Instructs the disk drive to erase completely all of the information on the disk currently in your drive. This is commonly referred to as formatting a disk. You can then use that blank disk with any program that you like. To format, or “NEW” a disk, press **(C) (8)**. In response to the prompt “DISK COMMAND?” enter **n0:** followed by the new name you want to assign to your disk, followed by a comma and a two-character identification code that you assign. For example, you might enter **n0:work,1a**.

The **RENAME** command—To rename a file, press **(C) (8)**. “ENTER DISK COMMAND” will appear on the Status line at the top of your screen. Type **R0:NEWNAME = OLDNAME** where **NEWNAME** is the new name for the file and **OLDNAME** is the current name of the file.

The **INITIALIZE** command—Resets the internal workings of your disk drive and clears any error light. To execute this command, press the **(C) (8)** keys. Then, in response to “DISK COMMAND?” enter **i0**. Your disk drive will be initialized.

The **VALIDATE** command—Instructs the drive to remove damaged files and to make sure that any available space on the disk is accounted for. You may be able to fit more files onto that disk. To validate a disk, press **(C) (8)**. In response to “DISK COMMAND?” enter **v0**. Your disk will be validated.

Disk Directory, Viewing (C) (V) or (CTRL) (0)

To view the Disk Directory, press **(C) (V)** or **(CTRL) (0)**. To return to your document, press **(RUN/STOP)**.

Divide **CTRL** **3** **/**

See Calculator.

Double Spacing

See Chapter 5, "Double Space."

■ **E**

Erasing (Scratching) a File **CTRL** **8**

See "Copying/Deleting Files" in the INSTALL section in Chapter 2 and Disk Commands, SCRATCH.

Expanded Fonts **✓ e + / ✓ e -**

To double the printed size of a line, press **CTRL** **£** to enter a **✓** and type **e +**. The size of the fonts on the lines following will be doubled. To turn off the expanded fonts option, press **CTRL** **£** to enter a **✓** and type **e -**.

■ **F**

Fast Cursor Up or Down **F8** or **F7**

See Cursor, Fast.

Files, Copying

See “Copying/Deleting Files” in the INSTALL section in Chapter 2.

Files, Erasing **⌘** **8**

See “Copying/Deleting Files” in the INSTALL section in Chapter 2 and Disk Commands, SCRATCH.

Files Renaming **⌘** **8**

See Disk Commands, RENAME.

Font Mode **⌘** **9** – **A**

Select FONT mode from the Printer Options Window. The Printer Options Window is accessed by pressing **⌘** **9** or **⌘** **P**. Press **A** to set the PRINT FONTS option, to “Y”.

When you switch from TEXT mode to FONT mode and vice versa, your document is reformatted to reflect how it will print in that mode. You’ll always know where and how each line and each page will print.

In FONT mode, while the fonts themselves are not displayed on the screen, the screen will always reflect the correct number of words on each line and the number of lines on each page.

Font Tokens, Entering **CTRL F** (FONT mode only)

You must be in FONT mode in order to enter fonts in your documents. To select fonts in FONT mode, press **CTRL F**. The FONTS menu will appear with the name of the current font highlighted.

Press the number of the desired font, or use **↑↓** to highlight the font and press **RETURN** to select the font. The selected font will begin at the cursor position within your document.

The default fonts in FONT mode are:

- 1) RACINE 12
- 2) DEERFIELD 10
- 3) DEERFIELD 12
- 4) DESPLAINES 10
- 5) DESPLAINES 12
- 6) DESPLAINES 36
- 7) WILMETTE 36
- 8) RAVINIA 18
- 9) WESTWOOD 18
- 0) DOODAD 24

To see what each font looks like, turn to “The Font Library” in Chapter 9.

See also Font Mode, Printing Your Document; and the INSTALL section in Chapter 2.

Fonts, Installing

See the INSTALL section in Chapter 2.

Font and Style Information

When entering text or editing a large document, you can often find yourself way beyond any previously entered font or style tokens. To determine the font and style of the text at the current cursor location, press  . The Font/Style Bar will appear and display the current font (or the words IN TEXT MODE if that is the case); the current styles; and the amount of leading currently in effect.

In the following illustration, the Font/Style Bar shows that the current text is Ravinia 18; it's underlined and italic, and the leading is three points.

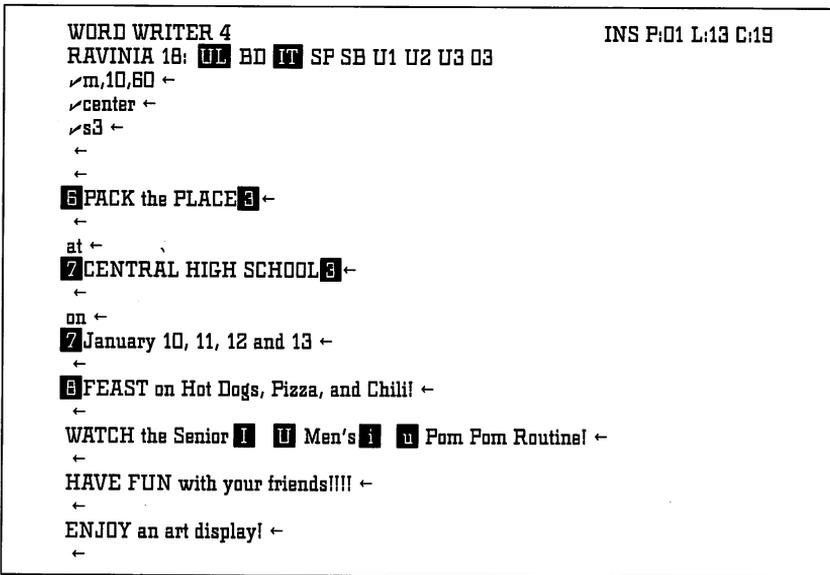


Figure 2

Footer, Entering a

See Header, Entering a

Formatting a Disk

See Disk Commands, the NEW command and the INSTALL section in Chapter 2.

■ H

Hard Return

See Return, Hard and Return, Soft.

Header (Footers), Entering

Headers are the running text that appears at the top of each page. Footers are the same as headers, only at the bottom of the page.

Headers (and footers) are defined as three regions—left, center and right. You can enter the text in each region. Then press the  key to skip to the start of the next region.

For example, to center a header at the top of each page, move the cursor to the top left corner of Page 1 and press   to enter a ✓. Next, enter an H to indicate a header; an  (up arrow) to skip the left region entry; the text to be centered (such as MY REPORT). The command line would look like this:

✓H↑MY REPORT

4: The Word Processor Reference

If you wanted text left, center and right, your command might look like this:

✓HMY NAME↑MY REPORT↑THIS DATE

The **↑** tells WORD WRITER 4 to begin the following text in the next region. So, if you wanted only your name, for instance, at the top right of each page, you would enter:

✓H↑↑MY NAME

If you want your headers to skip Page 1 and start on Page 2, you must have at least one line of regular text on Page 1 before entering the header information. Likewise, if you want your header on Page 1, you must define it before any regular text (including blank lines).

Now, let's suppose you would like the page number to appear as part of your header, say in the upper right. To do this, insert the delimiter symbol (**CTRL****D**). Your command line might look like this:

1. ✓HYOUR NAME↑COMPUTER SCIENCE 360↑Page **■**.
2. This command tells the printer to place "YOUR NAME on the left, "COMPUTER SCIENCE 360" in the center of the line and to place a page number following the word "Page" in the right position.

Footers work the same way, except you enter an **F** instead of an **H** in the check mark line.

You can turn headers and footers on and off. For example, if a page in your report contains a full-page table and you don't want the header to appear on that page, just move the cursor to the preceding page on your screen and enter:

✓H

Be sure to re-enter your header information at the top of the next page if you want the header reinstated.

Headers and footers require at least one line of space in the top and bottom margins in TEXT mode. In FONT mode, each line of Top or Bottom margin is equal to 7 points on most printers (6 points on a Commodore printer.) Therefore, to print an 18-point font, you'll need at least 18 points of margin. You'd set your margin to 3. (3 times 7 = 21.) Your header or footer will be centered within the margin area.

NOTE: In both TEXT and FONT modes, if there is not enough margin specified, your header or footer will not be printed. To correct this, simply specify a greater margin value.

Headers (Footers), Entering Fonts, Styles and Margins

Headers and footers will print in the current font unless a font is specified in the header/footer. In general, if you are using multiple fonts in your document, it is best to specify a font in your headers and footers—this will keep them consistent when printing.

Entering fonts or styles in a header or footer is the same as anywhere else in the document. But, since WW4's formatting will not examine check mark lines, it is necessary for you to be sure that the desired font or style will fit when the line is printed.

Headers and footers will also use the current margins unless otherwise specified in the header or footer. Define the margins by entering **,lm,ll**, after the H or F. *All three commas are required.* The "lm" is the left margin value and the "ll" is the line length.

✓H,5,65,LEFT↑CENTER↑RIGHT

The fonts, styles and margins chosen for your headers and footers will not affect the remainder of your document. See the explanation of margins and line lengths and how they apply in TEXT and FONT mode under Margins, Settings.

Help **F1**

Help is provided both within the program and with two plastic keyboard overlays. To get help within WW4, press **F1**. The HELP screen will appear. Press any key to return to editing.

WORD WRITER 4		INS P:01 L:01 C:01	
COMM KEYS		CTRL KEYS	
BOLD OFF		BOLD ON	
CAPS LOCK		CLEAR TABS	
DEL CHAR RT		DELIMITER	
FONT/STYLE		FONT SELECT	
GOTO END		GOTO TOP	
ITALICS OFF		ITALICS ON	
LOAD DOC		LOWER INDEX	
NEXT MARK		NEXT PAGE	
PRINT DOC		PREV PAGE	
QUIT OR NEW		QUERY MEMRY	
RETURN TOGL		RAISE INDEX	
SAVE DOC		SET MARK	
UNDRNLN OFF		UNDRNLN ON	
VIEW DIR		VIRTUAL MAR	
CODE 1 OFF		CODE 1 ON	
CODE 2 OFF		CODE 2 ON	
CODE 3 OFF		CODE 3 ON	

Figure 3



Inserting a Character **⌘** **INS** or **⇧** **INS**

To insert a single character, press **⌘** **INS** or **⇧** **INS**.

Inserting a Line **⌘** **4**

To insert a blank line, press **⌘** **4**. This inserts a blank line at the cursor line. You can enter new text on the new line.

Insert Mode **CTRL** **INST/DEL**

In INSERT mode, existing letters and characters are pushed to the right as you type. The opposite of INSERT mode is OVERWRITE mode. In OVERWRITE mode, letters or other characters are replaced by your keyboard input. To toggle between INSERT mode and OVERWRITE modes, press **CTRL** **INST/DEL**. The message on the Status line at the top of your screen will switch between INS and OVR.

Italics, Turn On/Off **CTRL** **I**/**⌘** **I**

To turn on italics, press **CTRL** **I**. A highlighted capital letter "I" will be inserted at the cursor location and all following text will be printed italics. To turn italics off, position the cursor after the last character to be italicized and press **⌘** **I**. A highlighted lower case "i" will be inserted to indicate where italics will end.

In FONT mode, the italic style is created by WORD WRITER 4. In TEXT mode, the italic style must be supported by your printer. WW4 simply sends the codes defined in the Printer Codes Window, **⌘** **⌘**.

■ J

Justify Text **↵**JUSTIFY

To print text, aligned both left and right, press **CTRL** **⌘** to enter a **↵**, type **justify** and press **RETURN**.

■ L**Left Align ↵left**

Left aligned is the default setting. Should you elect another format option, such as justified or centered, you must insert the appropriate ↵. To return to the default mode, press **CTRL** **£** to insert a check mark, type **left** and press **RETURN**.

Linefeeds **☞ **P** or **CTRL** **9**, Option E**

See "Printing Your Document."

Loading a File **F2 or **☞** **L****

To load a file, press **F2** (**SHIFT** **F1**). "SAVE, LOAD OR MERGE?(S/L/M)" will appear on the Status line. Press **L** to load. A prompt will warn you that any changes you have made to a file on the screen will be lost, and you will be asked if you are sure you want to proceed. If you are, press **Y**(es). Otherwise, press **N**, and you will be given an opportunity to save your file.

Next, you will be asked for the name of the file you wish to load. Type in the file name and press **RETURN**. The file will appear on your screen. To see a directory of file names on the current data disk, press **RUN/STOP** to exit the load function and then press **CTRL** **0** or **☞** **V** to view the disk directory.

NOTE: When loading a file that was previously saved in **FONT** mode, the information regarding the fonts that were installed at that time will be reloaded and will appear in the Font Select Window. To load a file that was saved in **FONT** mode without also loading the saved font information, use **Merge** instead of **Load**. Files saved in **TEXT** mode do not save the list of currently installed fonts

Also see “Merging Files” and “Saving Your Document.”

■ M

Macro, Defining, Playing and Saving **(C) (5)** / **(CTRL) (5)**

A macro can be either a short amount of text or a keyboard procedure that can be recorded and played back by pressing a key. Most people use macros for commonly used phrases—such as “Have a Merry Christmas and a Happy New Year.”

WORD WRITER 4 allows you to create one macro of up to 100 characters. To create a macro, press **(C) (5)**. “**DEFINE MACRO**” will appear on the Status line. Create the macro by typing anything you normally would. You can “record” any keys, including cursor movement keys, returns or even functions like cursor movement or jumping to the end of the document. When you’ve completed your key sequence, press **(C) (5)** again. “**MACRO ENDED**” will appear on the Status line. To play the macro, press **(CTRL) (5)**, and the macro will play out beginning at the cursor position within your document. This macro will be saved to disk when you save your default settings. See **Saving Your Settings**.

Margins, Setting ↵M

To set margins in either FONT or TEXT mode, press **CTRL** **£** to insert a check mark. Type **M** followed by a comma, the left margin, a comma, and the line length, and press **RETURN**. Remember, the second number is *not* the right margin. The actual “right margin” is the sum of the left margin plus the line length.

Here's an example: ↵M,10,60 **RETURN**

When you move the cursor off the check mark line and back into text, the text automatically will be reformatted to your specified margin and line length. While the margin and line length of the printed document will appear very similar in both FONT and TEXT modes, they should be thought of as follows:

In TEXT mode the values are in characters. In the preceding example, the left margin would be ten spaces and the line length would be sixty characters. Most printers print a standard eighty characters per line in 10 pitch—10 characters per inch.

In FONT mode the values are in tenths of inches. In the preceding example, the left margin would be 10 tenths or 1 inch. (Think of it as 1.0 inches without the decimal point.) The line length would be 60 tenths or 6 inches (6.0 inches).

NOTE: Because the characters are of varying widths in FONT mode, the number of characters per line will vary.

The advantage of handling the margins and line lengths in this manner is that you can easily switch between TEXT mode and FONT mode without having to re-enter or modify your margin settings throughout your document.

Mark, Set and Go to Next **CTRL S**/**Ctrl N**

WORD WRITER 4 allows you to place one or more “book marks” within your document, a reference point to which you can return. To set a mark, position the cursor to the desired location and press **CTRL S**. You may set any number of marks in your document. To move quickly to the next mark, press **Ctrl N**. You can only move forward to the next mark with this function. If you have reached the last mark, “NOT FOUND” will appear in the Status line. To “loop back” to the first mark, press **CTRL G** (Go to top of document) then **Ctrl N**.

Memory, Query **CTRL Q**

To find out how much memory is available, press **CTRL Q**. The number of available bytes (or characters) and the percent of free space will appear on the Status line. Use this feature to see if you have enough memory for the remainder of your document.

Merge (Files) **F2**(**SHIFT F1**)

Use this feature to append one document to another. The second document will be appended to the end of the document that is already on your screen. You can append—or chain—any number of documents as long as the resulting document does not exceed available memory. To merge one file with another, press **F2**(**SHIFT F1**). This is the same as you would to load a document, except that you should reply to the prompt by pressing **M** for “Merge.”

NOTE: When merging a document created in FONT mode, the font table information (not the font tokens) saved with the document will be ignored, and the document originally on the screen will determine the fonts used in the secondary documents.

Merging Names (Mail Merge)

This feature is available in TEXT mode only. It allows you to create individual form letters using a previously created address list. When you print, you will be prompted for the file name of the address list. See Chapter 8.

Modes, FONT and TEXT (⌘P or CTRL 9, Option A)

To switch between TEXT and FONT mode, press either ⌘P or CTRL 9 and press A to toggle between Y(es)–FONT mode–and N(o)–TEXT mode. Also see Printing Your Document.

Moving around in Your Document

See Cursor, Moving the.

Moving Text ⌘1

To move text from one location to another, position the cursor on the first character you want to move and press ⌘1. Move the cursor to select the text you want to move, and press RETURN. Finally, position the cursor where you want the text to be and press RETURN.

Multiple Copies, Printing (⌘P or CTRL 9, Option O)

See Printing Your Document.

Multiply CTRL 3 *

See Calculator.

■ **N**

New Document CTRL 8

To clear your screen and begin a new document, press CTRL 8 or ⌘Q. You will be prompted, "NEW DOCUMENT OR QUIT? (N/Q)." Press N.

New (Format) Command ⌘8

See Disk Commands, NEW and "Copying/Deleting Files" in the INSTALL section in Chapter 2.

Non-typable ASCII Characters, Inserting

To insert ASCII characters that are not represented on the Commodore keyboard but which are available on all printers in FONT mode and will appear as follows in TEXT mode:

When you press	The screen will show	With an ASCII printer	With a Commodore printer
CTRL [⌈	{	[
CTRL]	⌋	}]
CTRL ↑			
CTRL =	—	—	—
CTRL /	⌘	\	(SPACE)
CTRL *	■	~	(SPACE)
CTRL @	■	~	~

Commodore graphic characters are used to represent these characters on the screen.

Normal ASCII (**CTRL** **P** or **CTRL** **9**, Option D)

See Printing Your Document.

Number Pages (When Printing) (**CTRL** **P** or **CTRL** **9**, Option B)

See Printing Your Document.

■ O

Outline Index

See Chapter 7.

Outline Mode

See Chapter 7.

Overwrite Mode **CTRL** **INST**

In OVERWRITE mode, letters or other characters are replaced by your keyboard input. In INSERT mode, existing letters and characters are pushed to the right. To toggle between modes, press **CTRL** **INST**. The message on the Status line will switch between INS and OVR.

■ P

Page Length, Changing (**☒** **P**), Option M)

See Chapter 5, "All about Printing."

Play Macro **CTRL** **5**

See Macro, Defining, Playing and Saving.

Preferences, Setting

To change colors, cursor type or disk drive preferences. See the INSTALL section in Chapter 2.

Printer Codes, Defining

In the TEXT mode WW4 can be customized with eight pairs of printer control codes, three of which have not been defined. To view and edit these codes, press  . The Printer Codes Window will appear. The codes you see here were determined by your printer selection in the INSTALL program. The first code line will be copied to the Status line of your display, and your cursor will be on the right edge of the text. Edit this just as you would regular text. After making any changes, press **RETURN**. These codes were pre-set when you installed your printer and probably don't need to be changed. To save any changes you make here, see Saving Your Settings.

See Chapter 5 for further explanation of the ASCII values you might enter here.

Printer Codes (Entering Style Tokens)

Style tokens are entered into text as an instruction to the printer to "customize" the appearance of the typeface, such as to italicize or boldface. Each style can be thought of as being able to be turned "on" with the **CTRL** key plus a letter key and "off" with the  key and the same letter key. Although the tokens are entered the same way in both TEXT and FONT mode, their function will differ.

In TEXT mode, when WW4 encounters the style token during printing, it will send the control codes defined next to that token in the Printer Codes Window. Your printer must support that text style.

In FONT mode, the printer codes are ignored as WW4 creates the styles itself—your printer does not. In FONT mode, the first five codes are pre-defined: underline, bold, italic, superscript and subscript. The remaining three codes are unused.

To enter the style token in your text, press **CTRL** plus the letter for the uppercase token, **⌘** plus the letter for the lowercase token.

For example, to turn on Underlining, position the cursor on the first character you want underlined and press **CTRL****U**. To end underlining, position the cursor right after the last character you want underlined and press **⌘U**.

See “Printing a Document” and “Boldface Text,” “Italics,” “Underlining,” “Superscript” and “Subscript.”

Printer Device **CTRL****O**

If you have more than one printer connected to your system and want to print on the second printer, you may do so if that printer is device 5. Press **CTRL****O** to specify a different printer device.

Printer, Installing

See the INSTALL section in Chapter 2.

Printing a Document (C) (P) or (CTRL) (9)

The following is a quick summary to get you started. However, printing is a major function of WORD WRITER 4, and you should refer to Chapter 5, "All about Printing" before attempting any serious printing.

To enter the Printer Options Window, press either (C) (P) or (CTRL) (9). This is what you'll see:

PRESS RETURN TO PRINT (A-D) TO CHANGE		
PRINTER OPTIONS		
A) PRINT FONTS		Y
B) NUMBER PAGES		N
C) BLANK SCREEN		N
D) NORMAL ASCII		N
E) LINEFEEDS		Y
F) DOUBLE SPACE		N
G) CHAIN PAGE		N
H) MERGE NAMES		N
I) SHEET FEED		N
J) OPEN 4,4,?		02
K) TOP MARGIN		04
L) BOT MARGIN		04
M) PAGE LENGTH		LT
N) NUMBER FROM		01
O) # OF COPIES		01
F1 = PRINT PREVIEW		
RUNSTOP=END PRINT		

Figure 4

You can toggle or switch between Y(es) and N(o) for Options A through I by pressing the letter that corresponds to that option. To increase Options J through O, press the letter that corresponds to that option. To decrease, hold down the **SHIFT** key and press the letter that corresponds to that option.

The most important option is “A) PRINT FONTS Y/N.” Y indicates that you want to print fonts, meaning that you want to be in FONT rather than in TEXT mode. In FONT mode, Options D through I and Option O are not available. In TEXT mode, all options are available. In FONT mode, page length (Option M) is either LT (letter) or LG (legal). In TEXT mode, the page length can be increased or decreased from 1 to 99 lines.

Print Preview **F1 from the Printer Options Window**

To preview your document on the screen before it is printed, press **F1** while the Printer Options Window is on your screen. Preview will work in either TEXT or FONT mode, but will not display fonts. The first 80 columns of your text will be displayed (including the left margin). Any text that you have assigned to printer code 1 (underlining) will be underlined on your screen. All other text that you have assigned to other printer codes will appear highlighted. To pause the Print Preview mode, press **SPACEBAR**. Then press any other key to start again. To exit this mode, press **RUN/STOP**. You will exit to your document. In FONT mode, since lines often contain more than eighty characters, WW4 will not include the left margin. Everything will appear left aligned. Also in FONT mode, pagination, headers and footers will not display.

The Print Preview mode requires 11K of free memory. If you do not have enough memory available, this function will not work.

■ Q

Quit **☞ Q** or **CTRL 8**

To exit WORD WRITER 4, press **☞ Q** or **CTRL 8**. NEW DOCUMENT OR QUIT?(N/Q) will appear on the Status line. Press **Q**.

■ R

Raise to a Power **CTRL 3 ↑**

See Calculator.

Reformatting Your Document **CTRL CLR/HOME**

WORD WRITER 4 attempts to continuously keep the format of your document intact by rearranging (formatting) your text as you edit, enter or delete fonts, etc. However, after extensive editing, some text may not be formatted correctly. To assure that all is well, press **CTRL CLR/HOME** to reformat your entire document.

Reformatting a Paragraph **⌘**4

During editing or rewriting a small part of your document, you can quickly format from the cursor to the end of the current paragraph where the cursor is located by pressing **⌘**4.

Renaming a File **⌘**8

See Disk Commands—RENAME command.

Return, Entering a Hard or Soft **⇧****RETURN**/**⌘****R**

A hard return symbol **↵** is used to tell the computer to keep two sections of text separate when it formats a document. Hard returns are needed at the end of a paragraph and on blank lines. When entering text, a hard return is entered by simply pressing **RETURN** at the end of a paragraph. A soft return is, so to speak, an invisible return placed in text after a word wrap occurs. The computer ignores soft returns when reformatting text. To enter a “hard return” within existing text, press **⇧****RETURN**.

To toggle between soft and hard carriage returns at the end of a line, move the cursor onto the line and press **⌘****R**. The text on the following line will be brought up and appended to the current line, if there is room.

Right Align **↵**right

To align type to the right, press **CTRL****⌘** to set a check mark, type **right** and press **RETURN**. The text following the **↵** line will be aligned on the right.

■ S

Saving Your Documents **F2** or **⌘ S**

NOTE: If you are in FONT mode when saving, the list of installed fonts will be saved with your document. If you are in TEXT mode when you save, the font tokens within your document will be saved. However, the list of installed fonts will not.

1. To save a document, press **F2** (**SHIFT F1**). "SAVE, LOAD OR MERGE?(S/L/M)" will appear on the Status line at the top of your screen. Be sure that your data disk is in the disk drive, and press **S** to save.
2. If you only want to save a portion of your document, position the cursor on a ✓ M(margin) line and then select the Save option. You will see the prompt, "SAVE FROM CURSOR? (Y/N)." This allows you to save a portion of a document and prevents you from excluding an important ✓ formatting command. Press **Y** if you only want to save text from the cursor to the end of the document, but press **N** if you want to save the entire document.
3. You will be prompted for a file name. When you have typed in a file name (up to fourteen characters), press **RETURN**, and your file will be saved to disk.

The document will remain on screen. You can continue to add to or modify it. If you use the same name when saving to disk, WW4 will prompt, "FILE EXISTS, OVERWRITE? (Y/N)." Y overwrites the existing file. N returns you to your document.

4: The Word Processor Reference

When saving a document, remember:

- To guard against losing a significant amount of information due to hardware problems, save your document every 10 to 15 minutes so, at worst, you'll never lose more than a few minutes' work.
- If a problem occurs while you are saving or loading a file, an error code will appear at the top of your display. See your disk drive manual for an explanation of error codes.
- Some serious disk errors such as "DRIVE NOT READY" require you to turn off your disk drive and then turn it back on.
- After saving a file, press **(G)(V)** to look at the disk directory. The file should be listed with the name you specified. If the name of the file you just saved appears with the notation "**SEQ" after it, your file was only partially stored on your disk, and WORD WRITER 4 will not allow you to reload a partial, or "open" file. If this happens, use the Validate command (see Disk Commands) to remove the open file. Now resave the file to disk. If you still experience a problem, save the file to another disk.

Saving Your Settings **(C) (S)** from the Print Options Window

You can have WW4 always start up with your preferred settings in the Print Options and Printer Codes Windows. To do so, set the options the way you want them. Then press **(C) (P)** to call up the Print Options Window and press **(C) (S)**. At the prompt "SAVE SETTINGS?" press **Y**. Be sure to insert your Program disk in the data drive and press **(RETURN)**. The next time WW4 is loaded, all of the settings will be set the same as they are now. Saving Settings will save: Insert/Overwrite mode, Print Options, Printer Codes and Tabs. After your settings have been saved, reinsert your DATA disk in the drive.

Search/Replace **(CTRL) (I)**

To search for a word or phrase within your document, press **(CTRL) (I)**. "SEARCH FOR?" will appear on the Status line. Type in the word or phrase to be located and press **(RETURN)**. "REPLACE WITH?" will appear. If you simply want to search without replacing, press **(RETURN)** only.

If the word or phrase is present between the cursor and the end of the document, the cursor will jump to the first letter of that word or phrase. If it is not present, "NOT FOUND" will appear. WW4 will only search for complete words, not fragments. For example, if you tell the computer to search for the word "here," it will only find "here" in your document. It will not find "there," "adhere" or other words that contain the same string as your search word. It also will not find "HERE" since search is case sensitive. Searching always begins from the point where your cursor is located and continues to the end of the document.

To search and replace, type in a new word or phrase at the prompt and press **RETURN**. All occurrences of the Search text will be replaced with the Replace text. Also see Search Again.

Search Again **CTRL** **2**

To search for additional occurrences of a word or phrase without re-entering your search text, press **CTRL** **2**. When you reach the last occurrence, "NOT FOUND" will appear on the Status line.

Set Printer Codes **☒** **£**

See Printer Codes, Defining.

Sheet Feed (**☒** **P** or **CTRL** **9**), option I)

See Printing Your Document.

Sign, Changing a **CTRL** **3** **:**

See Calculator.

Set Tab **CTRL** **←**

See Tabs, Setting.

Spacing ↙ Snn

The spacing function is often referred to as leading, pronounced (LED-ing), in typesetting circles. It refers to the space between lines and only works in FONT mode. Each typeface has a certain amount of built-in leading which keeps the printed lines from touching. To increase this inter-line spacing, press **CTRL** **£** to enter a check mark. Type **S** followed by a number from 0 through 15. The number represents the desired amount of spacing and is equal to 1/72nd of an inch on most printers.

Spacing for Super and Subscripts

Some word processors will force additional line spacing as required when you specify superscripts or subscripts. This can lead to a non-uniform appearance of your text. WW4 allows you to control how much spacing you want or need and where you want it. If you specify a super or subscript, you must increase the spacing or the super/subscript will not have room to move—and will be printed normally. Try differing amounts from 0 to 15 to see what looks best to you, generally one half to one third the point size.

Style Tokens, Entering

See Printer Codes (Entering Style Tokens).

Subscript Text, Turn On/Off **CTRL** **-** / **£** **-**

To turn Subscript on, press **CTRL** **-**. A large highlighted minus sign will be inserted in your text, to indicate where the subscripted text will start. To turn Subscript off, press **£** **-**. A small highlighted minus sign will be inserted in your text, to indicate where the subscripted text ends.

For FONT mode, see Spacing for Super and Subscript.

Subtract **CTRL** **3** **-**

See Calculator.

Superscript Text, Turn On/Off **CTRL** **+** / **⌘** **+**

To turn Superscript on, press **CTRL** **+**. A large highlighted plus sign will be inserted in your text, to indicate where the superscript will start. To turn Superscript off, press **⌘** **+**. A small highlighted plus sign will be inserted in your text, to indicate where the superscript ends.

For FONT mode, see Spacing for Super and Subscript.

■ T

Tabs, Clearing **CTRL** **C**

To clear all tabs in the document, press **CTRL** **C**.

Tabs, Setting **CTRL** **←**

To set a tab (TEXT mode only), move the cursor to the desired column and press **CTRL** **←**.

Text Files, Converting

Files from previous Commodore WORD WRITER programs can be loaded directly into WW4. To convert text files from other word processing programs for use in WORD WRITER 4, see the INSTALL section in Chapter 2.

Text Mode **CTRL** **9** **A**

Select TEXT mode from the Printer Options Window. The Printer Options Window is accessed by pressing **CTRL** **9** or **CTRL** **P**. Press **A** to set the PRINT FONTS option, to "N."

When you switch from TEXT mode to FONT mode and vice versa, your document is reformatted to reflect how it will print in that mode. You'll always know where and how each line and each page will print.

See Chapter 3.

■ U

Underline, Turn On/Off **CTRL** **U** / **CTRL** **U**

To begin underlining, press **CTRL** **U**. A highlighted capital letter "U" will be inserted at the cursor location and all following text will be printed underlined. To turn underline off, position the cursor after the last character to be underlined and press **CTRL** **U**. A highlighted lower case "u" will be inserted to indicate where underlining will end.

NOTE: If you are using a Commodore 1526 or MPS802 printer, you can underline text in your document in TEXT mode by first setting the underline printer code. Press **☞** **ⓔ** to see the Printer Codes Window. Then type **MPS802-1526** and press **RETURN**. This should appear on the line with the **U** in the window. If you ran the INSTALL program, this option is already set for you.

■ V

Viewing the Disk Directory **☞** **V** or **CTRL** **O**

To view the Disk Directory—a list of files on your disk—press **☞** **V** or **CTRL** **O**. When finished, press any key to continue.

Virtual Margins **CTRL** **V**

This feature allows text to be displayed in 40 columns so it all fits on your screen, regardless of the margins you set with **↵M**. This function is most useful for entering or editing your document in TEXT mode. In FONT mode, this may not maintain all of your text on the screen, depending on the font selected. To override pre-set margins, press **CTRL** **V**. To return to normal, press **CTRL** **V** again.

NOTE: Saving and loading will “unset” virtual margins.

■ W

Word Count

To determine the number of words and unique words in your document, use the Spell Check option. The values (number of words) will appear in the Status line. Press **RUN/STOP** to return to editing without completing a Spell Check.

Word Wrap

Word Wrap allows you to type text into your document in a continuous stream, with no need to press **RETURN**. This is an automatic function.

The point where a word wraps to the next line is determined, in part, by the specified line length.

In TEXT mode, when a word exceeds the line length (60 characters is the default), the word will be wrapped to the next line. In FONT mode, when the total width of all the characters on the line exceeds the line length (6 inches is the default), the word will be wrapped to the next line.

5 ALL ABOUT PRINTING

There are so many considerations to printing—especially since you have your choice of printing either in the TEXT mode or the FONT mode—that printing deserves its own chapter. Actually, two chapters, since some of the more esoteric considerations are addressed in Chapter 9.

The Print Options Window

To print a document, press **⌘ P** or **CTRL 9**. The Print Options Window will appear.

Most of what you need to decide about printing can be accessed here. This is what it looks like:

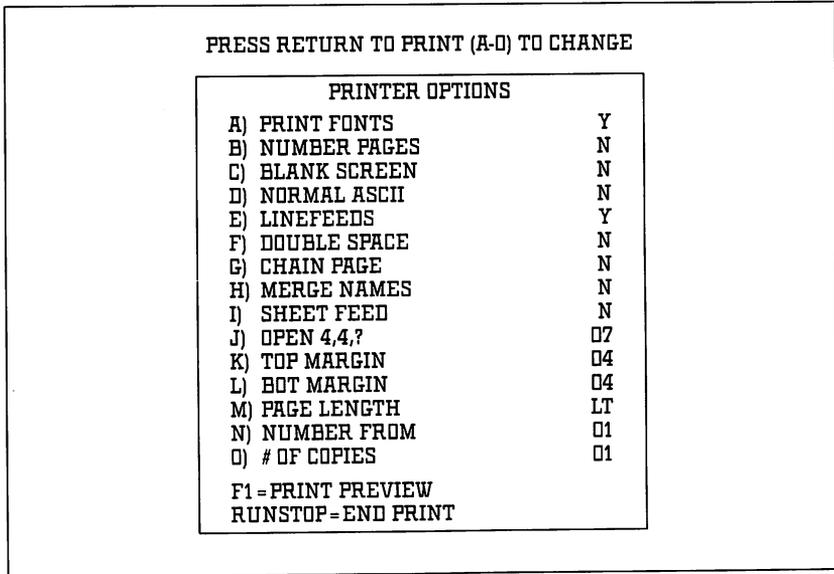


Figure 5

You can toggle or switch between Y(es) and N(o) for Options A–I by pressing the letter which appears at the left of each option. To increase Options J–O, press the letter that corresponds to that option. To decrease, hold down the **SHIFT** key and press the letter that corresponds to that option.

The most important option is “A) PRINT FONTS Y/N.” Y indicates that you want print fonts, meaning that you want to be in FONT rather than TEXT mode. In FONT mode, Options B–K, M, and O are available. In TEXT mode, all options are available. In FONT mode, page length is either LT (letter–11 inches long) or LG (legal–14 inches long). In TEXT mode, page length can be increased or decreased from 1–99 lines (66 lines is an 11-inch page.)

Since WW4 prints from disk in FONT mode, the selected font(s) and the printer driver (DEFAULT.GRF) must be on the same disk. If they are not, one of the following messages will appear on the Status line:

- 1) FILE NOT FOUND
- 2) FONT NOT FOUND
- 3) DRIVER NOT FOUND

If the font is not found, refer to the “Installing Fonts” section in Chapter 2 to install the correct font.

In TEXT mode, you can print from the computer’s memory. In FONT mode, you must print from disk. You will be given an opportunity to save your document to disk when you press **RETURN** to begin printing in FONT mode if the document has not been saved already.

Following is an explanation of each option in the order in which they are listed. To set an option, type the letter which appears to the left of it.

Print Fonts **(A)**

This is a simple Yes/No choice. Press **(A)** to toggle between “Y” for FONT mode and “N” for TEXT mode.

Number Pages **(B)**

If you want the printer to number the pages of your document without setting up a footer, press **(B)** and the Number Pages option will toggle from N(o) to Y(es). If you want to change the number from which numbering begins, press **(N)** to increase the number and **(SHIFT)(N)** to decrease the number. This method of page numbering places a simple number at the bottom center of each page. More advanced page numbering can be accomplished using Headers or Footers. A footer will override this page number option. In either case, you must have a bottom margin, or your page number will not print.

Blank Screen **(C)**

This is a Yes/No choice. Press **(C)** to blank the screen while printing. Choosing this option will speed up the printing process, especially in FONT mode.

Normal ASCII **(D)**

If your printer requires normal ASCII characters, you must set this option for Y(es). To change this option to No (on a Commodore printer), press **(D)**. For more information on ASCII characters and your printer, consult your printer and interface manuals. This option is pre-set when you install your printer and probably won't need to be changed. It is not significant in FONT mode, however.

Linefeed (E)

If your printer requires linefeeds, press (E). See your printer manual for information on linefeeds. FONT mode does not use this option.

Double Space (F)

If you wish to double space the text in your document in TEXT mode, press (F). In FONT mode, use the Spacing command. See Spacing.

Chain Page (G)

If your document is too large to be held in memory, you can store it in separate files and print it out using the chain page option in TEXT mode only.

To use this option, load the first section of your document into the computer. From the Print Options Window, press (G) to toggle the Chain Page option from N(o) to Y(es). Set any of the other options you choose, except A and H. You may not print fonts or merge names in the chain option. Now press (RETURN) to print the first section of the document. When the printer is finished with the first section, WW4 will remember the current page number.

You may then load in the next section and have it printed. Continue this process with all of the sections of your document except the last one. After you load the last section, but before you print it, change the Chain Page option back to N. This tells WW4 that this is the last section of the document chain. If the Number Page option has been set to Y(es), the pages will be numbered consecutively. You will be able to print up to 250 numbered pages using this technique.

Merge Names **(H)**

In TEXT mode, press **(H)** to set this option to Yes when you want to merge names from an address list into your document. When you press **(RETURN)** to print, you will be prompted for the name of your address list, and the line number where the address should be inserted. You must leave the blank lines in the letter where the name and address will be inserted.

A full description of this advanced feature can be found in Chapter 8.

Sheet Feed **(I)**

You'll need this option if you are using a printer with single sheet friction feed. From the PRINTER OPTIONS menu (**(C) P** or **(CTRL) 9**), press **(I)** to toggle Y(es). This option is not available in FONT mode.

Open 4, 4, ? (J)

Use Option J to set the secondary address for your printer interface. (The interface provides a connection between your computer and your printer.) This option is set when you install your printer and probably won't need to be changed.

To change the secondary address in the Print window, press (J). The number on the right side of the window will increase. To decrease the number, press (SHIFT)(J). Keep pressing the (J) key until the number you want appears in the window. You have a choice of numbers from 0 to 99. COMMODORE PRINTER OWNERS: This option should be 7.

NOTE FOR COMMODORE MPS1000 PRINTER OWNERS: WW4 only supports the MPS1000 printer in the IBM mode. At the Print window, press (SHIFT)(J) for the option OPEN 4,4,? until it reads 99. This sets the correct secondary address for the MPS1000 printer. Press (D) to select yes for NORMAL ASCII. Press (E) to set LINEFEED at Y. Dip switches 1 and 3 on the printer should be ON and all others should be OFF.

If your printer has trouble operating with WW4 (for example, if it will only print in capital letters or graphics), your interface may use a different secondary address. The table following shows some common interfaces and their secondary addresses:

5: All About Printing

Interface	Secondary Address	Dip Switch Settings
Axiom Parallel	5	For the Cardco PS model Cardco (all models) only, set Switch 2 at the closed position.
Easy Print 302 and 302C	7	Switch 3 ON; switches 1, 2, and 4 OFF.
Easy Print Graphics Micro World 350	5	Set switches 1, 2, and 3 for your printer (see your interface manual); switch 4 OFF; switch 5 ON; switch 6 OFF.
Grappler	7	Switches 1 and 2 OFF; switches 3, 4, and 5 ON; switches 6, 7, and 8 must be set for your printer (see your interface manual).
Turbo Print GTC and GT2	5	Switch 1 ON; switches 3 and 4 must be set for your printer (see your interface manual).
Tymac	6	Switches 1 and 2 in lower right face of interface (under paper) must be closed.
U Print	1	N/A
Xetec GPI	5	Switches 1, 2, and 3 OFF; switches A, B, and C must be set for your printer (see your interface manual).
Xetec JR	5	Switches 2, 3, and 4 ON; switch 8 OFF.
Xetec Supergraphics	5	Switches 3 and 4 ON; switch 8 OFF. Set switches 1 and 2 for the font you want to use.

In general, your interface must be set for the Transparent mode. For more information on secondary addresses and dip switch settings, see your interface manual.

Top and Bottom Margins **(K)** and **(L)**

Top and bottom margins are also set from the PRINTER OPTIONS menu. Each is set at 4. In TEXT mode it is the number of lines in the margin. In FONT mode, this represents one tenth of an inch. For example, 5 would be 5/10 or one half inch. You may need to adjust these values slightly as you change between modes. To increase the number in the top margin, press **(K)**; to decrease, press **(SHIFT)(K)**. To increase the number in the bottom margin, press **(L)**; to decrease, press **(SHIFT)(L)**.

In FONT mode, headers and footers are centered in the margin if there is sufficient room. See Headers, Entering.

Page Length, Changing **(M)**

Your options vary depending on whether you are in FONT mode or TEXT mode.

Font Mode—If Y(es) appears after Option A (PRINT FONTS), you are in FONT mode. In FONT mode, you can select between letter length (11 inches) and legal length (14 inches) paper. Press **(M)** to toggle between LT (letter) and (LG) legal.

Text Mode—If N(o) appears after Option A (PRINT FONTS), you are in TEXT mode. To increase the page length from 66 lines, press **(M)**. To decrease page length, press **(SHIFT)(M)**. The actual number of text lines printed per page can be determined by this formula: text lines = page length - (top margin + bottom margin).

Number from **(N)**

Use this option to set the starting page number for your document.

Number of Copies **(O)**

Use this option to tell WW4 how many copies of your document you want to print. From the Printer Options Window (**(C) (P)** or **(CTRL) (9)**), press **(O)** and the number on the right side of the window will increase through 99. To decrease the number, press **(SHIFT) (O)**. This option is not available in FONT mode.

Print Preview **(F1)**

To preview your document on the screen before it is printed, press **(F1)** while the PRINTER OPTION menu is on your screen. Preview will work in either TEXT or FONT mode, but will not display fonts. The first 80 columns of your text will be displayed (including the left margin). Any text that you have assigned to printer code 1 (underlining) will be underlined on your screen. All other text that you have assigned to other printer codes will appear highlighted. To pause the Print Preview mode, press the **(SPACEBAR)** key. Then, press any other key to start again. To exit this mode, press **(RUN/STOP)**. You will exit to your document. In FONT mode, since lines often contain more than eighty characters, WW4 will not include the left margin. Everything will appear left aligned. Also in FONT mode, pagination, headers and footers will not display.

The Print Preview mode requires 11K of free memory. If you do not have enough memory available, this function will not work.

Draft Printing **SHIFT RETURN**

Some printers support a Draft print function in WW4. Draft printing is faster than FONT mode printing and can be used to preview the layout of your document prior to printing in the high-quality FONT mode. At the Printer Options Window (**C P**), press **SHIFT RETURN** for draft printing. If your printer does not support WW4's Draft printing function, you'll see the message, "DRIVER NOT FOUND." In this case, use FONT and TEXT printing only.

Unraveling the Mystery of Your Printer

All of us would like to use all of our printer's special features without first learning about our printer. But given the variations among printers, that's virtually impossible. We'd like to help you learn about your printer as quickly and painlessly as possible so you can apply that knowledge to your work with WW4.

■ Using Special Printer Features in FONT Mode

When you send a document to your printer in FONT mode, WW4 does all of the work, telling the printer precisely which dot to print in order to “draw” the characters correctly, based on the chosen font. This includes all of the text enhancements like underlining, bold, italics, superscript and subscript. These too are created by WW4 and sent to the printer—regardless of whether or not the printer itself supports these functions.

Because each individual dot is controlled by WW4, much more information is being sent to the printer in FONT mode than in TEXT mode. Consequently, printing takes longer. Although addressing each individual dot of every character sounds very complex, WW4 is in complete control—once you tell it what printer is connected, you simply sit back and enjoy the results.

■ Using Special Printer Features in TEXT Mode

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

72, 69, 76, 76, 79

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

Control Codes

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

Expanded on 14

Expanded off 15

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

Expanded on 27,87,1

Expanded off 27,87,0

On an Okidata printer, the codes are 27, 31 and 27, 30. Printers, as you can see, are far from standardized.

Somewhere in your *printer* manual, you should find a chart containing control codes for all of the special functions (underlining, expanded print, boldface, etc.) that your printer can perform. If a desired style is not listed in your printer manual, your printer probably does not support that style.

The ESCAPE Code

If you *don't* have a Commodore printer, one very important code that you should become familiar with is the ESCAPE (ESC) code. The ESC code is ASCII code 27. This code tells the printer that the number(s) that will follow represent a control code, not a printable character. For example, to use boldface on a Star, Panasonic or Epson printer, you must enter the codes:

Boldface on 27, 71
Boldface off 27, 72

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

Boldface on ESC G
Boldface off ESC H

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

To find codes for letters like G and H, either look for the ASCII table in your *printer* manual, or turn on your computer and type:

?asc("g") **RETURN**

The computer will respond: 71. You can enter any character and the computer will tell you its ASCII code.

How to Read Your Printer Manual

So now you confidently grab your printer manual, flip to the section on control codes—and as you look at the page of printer codes, you may become totally confused because you're faced with something that looks like this:

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

There are three basic things to keep in mind:

- 1) Disregard any information labeled "Hex" or "Hexadecimal."
- 2) The only information to be concerned with is in the "Character" or "Decimal" columns.
- 3) The ESC code is often shown in only one of these columns, but it must be entered before the values shown in the "Decimal" column, even if your printer manual does not show this specifically.

Refer back to Printer Codes, Defining and Printer Codes (Entering Style Tokens) in Chapter 4 for the procedures to use in applying this information to WORD WRITER 4.

■ Helpful Printing Hints

Printing can be an art—or the most frustrating part of using a word processor. The two most common trouble spots involve the number of printable lines on a page, and the correct paper alignment in the printer.

The Number of “Printable Lines” on a Page

The number of printable lines is the actual number of lines on a page to which the printer’s print head can be aligned to print a line of text. For the following explanations let us assume you are using either tractor feed or sheet feed paper that is a standard 11 inches long, and that your printer is set to print at a very common setting of six lines per inch. This yields 66 lines in TEXT mode—although in some cases these will not all be “printable” lines. We’ll get to that in a moment.

Correct Paper Alignment in the Printer

Correct paper alignment refers to the positioning of the paper in the printer such that the printer’s print head is set to print on the first printable line. The first printable line varies, depending on whether you are using tractor-feed or sheet-feed printing methods.

Here's how they relate:

Tractor Feed Alignment—If you are using continuous tractor feed paper, the first printable line is the one immediately after the perforation. On most printers, correct paper alignment is impossible on the first physical page of continuous paper. You must advance the paper to the second page and align the print head right after the perforation. There are 66 printable lines. In TEXT mode, you should set the page length at 66 in the Print Options Window.

Sheet Feed Alignment—Laser printers and printers with automatic sheet feeders will position the paper automatically, but may not be able to print all 66 lines.

If you are manually inserting each page into the printer, you probably cannot position the print head to the top of the paper—more like an inch or so down. This is not a problem, just make sure you stay consistent with where you position the paper on each sheet. You definitely don't have 66 printable lines, and you'll need to adjust the page length in the Print Options Window to a lesser value.

Removing Font Style Tokens

If you want to remove all of the font and style tokens from within a document, simply switch to OUTLINE mode (**F5**) and load the document. Without changing anything, save the file. It will be stripped of all font and style tokens.

Saving Installed Font Tables

WORD WRITER 4 normally saves the table of installed fonts along with the document. If you set up a document with different fonts installed, anytime that document is loaded, its font table will replace the current one. There are two ways to get the original settings back:

- 1.) **Reloading Word Writer 4**—If you create a blank document after setting up your fonts, then, any time you reload the blank document, the font table you saved with it will be reloaded as well.
- 2.) **Merging the file**—The file will be “loaded,” but the font table information will not. This is useful if you want to look at a file but do not want to disrupt the existing font information. (If you try to print, the existing font table information will be used.)

6 USING THE SPELL CHECKER AND THESAURUS

WORD WRITER 4's 85,000-word Spell Checker will check your document for misspelled words and flag them for correction. You can also enter your own personal dictionaries of words (or names) that are not in WW4's dictionary.

To use the Spell Checker, load the document and select the Check Spelling option by pressing **(F3)** (check spelling). Then, follow the procedure described below.

Checking Your Spelling

The first thing the computer will do is check the length of your document to assure that it is not too long to check for spelling all at one time. If your document is too big, you will be notified. To check spelling in a document of more than ten pages, you must save parts of the document under different file names and perform a spelling check on each of the smaller segments of the original document. Then, you can use WW4's document chaining ability to print out your document as one continuous manuscript.

The program will sort the words of your document into alphabetical order. After sorting, the program will tell you the number of words and the unique words found in your document. Remember to insert your dictionary disk in the disk drive you specified in the INSTALL program so that the computer can read the Spell Checker dictionary. Press **RETURN** to check the spelling or **RUN/STOP** to obtain only the word count display.

The program will begin checking the spelling in your document against its dictionary, leaving all words for which it cannot find a match.

Checking a Personal Dictionary

After WW4 runs through its own dictionary it will ask you if you are using a personal dictionary.

A personal dictionary is a list of up to 3,000 of your own personal spelling words that you can create using WORD WRITER 4. This word list may contain words such as proper names or technical terms that are not found in the Spell Checker dictionary but may occur in your documents.

You can create a personal dictionary word list by entering your words into WORD WRITER 4 in a single column. You can add to your personal dictionary at any time, just as you would add text or edit any other document. A typical word list might look like this:

LIST
Timeworks
Swiftax
Swiftcalc

You must enter the word **LIST** as the first word in your personal dictionary.

After entering words in your personal dictionary, save it on a work disk. However, you must be in TEXT mode to do so. Look on Side 2 of the Program disk for a sample personal dictionary.

■ Correcting Your Misspelled Words

When the computer is finished checking your document against both the WW4 Spell Checker dictionary and your personal dictionary, you will see the prompt: "F1:REPLACE WORD F3:NEXT WORD F8:EXIT."

The computer assumes that those words that do not appear in either dictionary are misspelled, even though they may be spelled correctly. These words are called "suspect" words and are listed alphabetically.

6: Using the Spell Checker and Thesaurus

The computer will start at the top of the document and stop at the first suspect word. The word will be highlighted in your document, and the word will appear on the Status line.

You now have three choices:

- If you are certain that the highlighted word is indeed spelled correctly, then the computer only selected it because it did not appear in either dictionary. Press **F3** to continue checking other words in your document.
- If the word is misspelled and you would like to enter the correct spelling, press **F1**. A cursor will appear after the word on the Status line. Edit the word by pressing the **INS/DEL** key to erase incorrect characters and then type in the correct characters. When you are satisfied that the word is correct, press **RETURN**. The incorrect spelling in your document will be replaced automatically with the edited word from the Status line.
- To exit the Spell Checker before you have finished looking at the misspelled words, press **F8** (**SHIFT F7**). You will be asked to confirm that you want to leave the Spell Checker. If you press **N**, you can continue looking at your misspelled words. If you press **Y**, you will be given an opportunity to save the suspect words.

■ Saving the Suspect Word List

When you have corrected all of the misspellings in your document, or you have pressed **(F8)** to exit the Spell Checker, "SAVE SUSPECT WORDS?(Y/N)" will appear on the Status line.

You will have a chance to save the list of words that the computer found as misspelled words in your document. You'll want to do this if the words were correctly spelled but not included in the WW4 dictionary. Press **(Y)** to save the suspect word list. If you press **(N)**, you will return to editing your document.

If you press **(Y)**, the word list will appear on your display. You may now edit it. When you are satisfied with the word list, you can save it on a disk to use later.

Save the suspect word list as you would any other WORD WRITER 4 file by pressing **(C)(S)**.

If you have previously saved a personal dictionary file on your disk and you wish to add the suspect word list to that file, follow these steps:

1. Press **(Y)** at the "SAVE SUSPECT WORDS?" prompt. When the list of suspect words appears on your screen, place the work disk containing your current personal dictionary in your disk drive.
2. Save this new file onto your work disk.

6: Using the Spell Checker and Thesaurus

3. Press **F3** to return to your document.
4. Be sure your original document is saved.
5. Load your *original* personal dictionary.
6. Next, press **F2** and select the Merge option by pressing **M**.
7. Enter the name of the new suspect word list you just saved and press **RETURN**. The two lists are now one long list. Scroll through the list and edit any problem areas.
8. Press **C P** and make sure that Option A is set to N; then press **RUN/STOP** to return to your list.
9. Save the merged lists (**C S**), suspect words under the file name of your original personal dictionary, overwriting the original.

NOTE: If a personal dictionary is not in alphabetical order, it could slow down the program during a spelling check. To put your personal dictionary in alphabetical order, perform a spelling check on the personal dictionary. The computer will sort your personal dictionary words into alphabetical order and delete duplicates and words that may already appear in WORD WRITER 4's Spell Checker dictionary. Save your sorted personal dictionary as a list of "suspect" words.

Using the Thesaurus

WORD WRITER 4's Thesaurus provides synonyms for over 60,000 words. The Thesaurus is located on the Thesaurus disk. This disk must be in the disk drive for the Thesaurus to work properly.

NOTE: To use the Thesaurus, the disk must be in either a 1541 or 1571 disk drive.

To use the Thesaurus, just follow these steps:

1. Move the cursor onto any word you want to replace in your document. You can also place the cursor in the space after the word. Then press **F4**.
2. Insert your Thesaurus disk into your disk drive. This is what you'll see:

6: Using the Spell Checker and Thesaurus

```
red
INSERT THESAURUS DISK, TYPE WORD TO FIND
↵s3 ←
←
←
BPACK the PLACEB ←
←
at ←
SCENTRAL HIGH SCHOOLB ←
←
on ←
SJanuary 10, 11, 12 and 13 ←
←
BFEAST on Hot Dogs, Pizza, and Chili! ←
←
BWATCH the SeniorB Men'sB Pom Pom Routine! ←
←
HAVE FUN with your friends!!!! ←
←
ENJOY an art display! ←
CHEER for The RED Devils! ←
(WEAR RED!) ←
```

Figure 6

3. At the top of your display you will see the word you selected. You now have three options:

- You can alter the word,
- You can press **RUN/STOP** and then press **RETURN** to return to your document, or
- You can press **RETURN**, and the computer will begin searching for your word in the Thesaurus.

If the computer finds your word, it will load lists of synonyms, presented in groups called “clusters,” for your word. This may take up to a minute.

4. Each synonym is numbered, as is each cluster. To view the other clusters (if there are any,) press **(↑↓)**.

If you do not want to replace your word with one of the selections, press **(RETURN)**. You will return to your unchanged document.

To replace your word with one of the Thesaurus words, enter the corresponding number and press **(RETURN)**. The Thesaurus Window will disappear from the display, and the new word will be substituted in your document.

The Thesaurus requires approximately 6K of memory, which is about three pages of text. You can check how much memory you have left by pressing **(CTRL Q)**.

7 USING THE OUTLINER

WORD WRITER 4's outlining capabilities can be of invaluable assistance if you create documents of any sizable length. Outlining helps you to organize your thoughts so that your ideas are presented in a logical order that is easy for your reader to follow.

The real beauty of using a word processing outliner is that as you change your mind about how topics should be subordinated, one under another, the program will re-order everything automatically. What a great time saver!

WW4 offers you five levels for your outlines:

- I. to XXVI
- A. to Z.
- 1. to 99.
- a. to z.
- 1) to 99)

7: Using the Outliner

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

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

To create your own outline, press **F5**, then press **Y** to enter the OUTLINE mode. When you enter the Outliner, the WW4 document that's in memory will be erased. You will, however, be given an opportunity to save your document. Press **Y** to do so or **N** to go directly into the Outliner.

Indexing the Outline

Each level of the Outliner is represented by an index. An index is the letter or number (I., A., 1., etc.) in front of an outline entry. The Outliner automatically indexes letters and numbers for you. Just press **TAB** until the cursor is at the proper location for the level you want to enter. Listed below are the cursor positions for each of the outline levels:

Cursor Location	1-6	7-9	10-12	13-15	16-20
Outline Level	1(l,etc.)	2(A, etc.)	3(1,etc.)	4(a,etc.)	5(1),etc.)

Now press **F6**, and the index that corresponds to this tab position will appear on your display. Next, enter the heading for this level of your outline.

If WW4 finds a line that cannot be indexed, two asterisks (**) will appear next to it, indicating that there is an invalid level on this line. If you place an asterisk at the beginning of the line, the outliner will not alter that line.

Continue tabbing to other positions and entering your outline indexes by pressing **F6** until your outline looks something like this:

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

Formatting an Existing Outline

After deleting, adding or moving lines in an outline, you may find that some of your indexes are wrong or out of place. You can re-index your outline by pressing **CTRL CLR/HOME**. For this option to work properly, each line of your outline must be in its proper location.

Editing Your Outline

Edit your outline the same way you would any other WW4 document. This includes inserting and deleting lines. Since this could cause indexes to become incorrect, press **CTRL CLR/HOME** to reformat your indexes after heavy editing. See Chapter 4 to review other editing keys.

■ Index One Level Lower **CTRL L**

The “lower index” (**CTRL L**) function moves an outline heading and all of its subordinate headings down one outline level. This is an advanced feature, so let’s take a look at an exercise using the example you just entered.

Let's say you decide that Main Topic III is actually another subtopic of Main Topic II. To make this move, position the cursor on the line that contains Topic III. Then press **CTRL** **L** to select the "Lower Index" function and move Topic III and all of its related sub-topics and sub-headings under Topic II. Topic III would then become Sub-topic D under Topic II, and your outline would now look like this:

- III. Main Topic
 - A. Subtopic
 - B. Subtopic
- II. Second Main Topic
 - A. Subtopic
 - B. Subtopic
 - C. Subtopic
 - 1. Subheading
 - 2. Subheading
 - D. Third Main Topic
 - 1. Subtopic
 - a. Subheading
 - b. Subheading
 - c. Subheading
 - 2. Subtopic

The "Lower Index" function will not work on Level 5 headings (since 5 is the lowest level possible).

■ Index One Level Higher **CTRL R**

This option is the opposite of the “Lower Index” option—it raises part of the outline up to the next level. (Obviously, it has no effect on Level 1, the Roman Numeral headings.) To raise part of the outline up one level, press **CTRL R**.

Saving, Loading and Quitting

Saving or loading an outline is the same as saving or loading any WW4 document—with one important difference. If your outline contains embedded font or style tokens, they will be removed. To save an outline, place your data disk in the disk drive and press **CTRL S**. Follow the prompts; then type in a file name for your outline.

To edit an outline that you saved previously, make sure you are in the Outline mode (**F5**) and then press **CTRL L**. Enter the file name of your outline and press **RETURN**.

To exit the Outliner, press **F5** and then press **Y**. This will return you to WORD WRITER 4, with your outline still in memory just like a regular document.

NOTE: Fonts may not be inserted while you are in the Outliner. You may add fonts to an outline after exiting the Outliner, however. In order to keep the indexes aligned with the text, we recommend choosing the Racine font, a mono-spaced typeface. If you choose another font, choose it for the text only, not the indexes.

8 PERSONALIZING MASS MAILINGS

This feature, which works in TEXT mode only, allows you to create individual form letters using a previously created address list. When you print, you will be prompted for the file name of the address list. You can create your address list in several ways. Either use Timeworks DATA MANAGER 2 program (best for large, changing address lists), Timeworks PARTNER 64 or WORD WRITER 4.

To develop your address list using WORD WRITER 4:

Before you begin typing in your address list, type the words **ADDRESS LIST** (in all capital letters) and press **RETURN**. You must enter this line at the top of each of your address lists. If you do not perform this step, the computer will not be able to use these lists when you print form letters. Be sure you are in TEXT mode.

Now type in your addresses on the display, as shown in the example below:

ADDRESS LIST **RETURN**
Laurel Fox
2345 W. Ontario
Chicago, IL 60012 **CTRL **D****

John Doe
1234 Maple
Ocean City, NJ 72345 **CTRL **D****

8: Personalizing Mass Mailings

Bob Johnson
Acme Equipment Co.
34567 State Dr.
Williamsburg, PA 87654 **CTRL** **D** **CTRL** **D**

Where you see **CTRL** **D** in the example, press **CTRL** **D** (delimiter). You will then see the █ character. This character signals the computer that the full address has been entered. The double █ after the last address signals the computer that all addresses have been entered. After typing in your address list, store it on your WORD WRITER 4 WORK disk (one drive) or DATA disk (two drives.) You can recall and modify it at any time.

A sample address list is included on the program disk in the file called ADR. This is an example of how you must enter your addresses in WORD WRITER 4. To view the ADR file, load it into your computer just as you load other files.

After you have stored an address list on your work disk, use WW4 to create your letter. Remember, it can be no more than four pages long. Leave space where your addresses will be inserted.

See the sample letter below:

Ms. Laurel Fox
2345 W. Ontario
Chicago, IL 60012

Dear Madam:

Regarding your recent inquiry, I want you to know that your comments are of great value. Our manual writers will take them into consideration in the future.

To view the way a letter should be set up for form-letter print-out, load the sample letter, stored on your program disk under LETTER.

Printing Form Letters

Press **CTRL G** to position the cursor at the top of your document. Then press **CP** to call up the Print Options Window, and follow these steps:

1. You can print form letters only in TEXT mode. So press **A** to toggle N for Print Fonts.
2. You can print form letters single spaced only. So be sure the Double Space option is set for N.

8: Personalizing Mass Mailings

3. Set option H, Merge Names, at Y for yes. This feature is necessary for form letter print-out.

When you are finished setting the print options, press **RETURN**. You will be asked for the name of the file you want to load. Insert the disk that contains your address list into the disk drive, and enter the file name. The computer next will ask you for the line of your document where the address will be merged. After you respond, it will print your letters with the addresses from your address list.

9 THE APPENDIXES

The Font Library

WW4 comes with seven different typefaces and a variety of sizes of each plus one font of “mini-graphics” called “Doodad.” Illustrated below are actual size samples of each. Many are similar to typefaces you are familiar with. Where appropriate, we have provided recommended uses for each.

Remember that each font can be doubled in size using the Expand function. However, fonts look their best in their original size. Therefore, choose Deerfield 24 rather than Deerfield 12 Expanded if you can. Use the Expanded option to obtain sizes larger than those furnished.

Deerfield

Deerfield is a “square block” typeface which is also weighted. It’s very appropriate for labeling drawings or adding a contemporary look to a document. This is a “serif” typeface, that is the letters have little “feet” to make them look more connected.

X Deerfield 12 point
abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNPOQRSTUVWXYZ
!@#%&^*()_-={}[];":'<,>.|w`

Deerfield 9 point

X Deerfield 10 point

Deerfield 24 point

Desplaines

Desplaines is a clean-cut unornamented typeface which is similar to Univers. This is a “sans serif” or “without feet” typeface. We recommend it for business writing and instructions.

× Desplaines 12 point

abcdefghijklmnopqrstuvwxy z 1234567890
ABCDEFGHIJKLMN O PQRSTU VWXYZ
!@#\$%^&*()_ - += {}||:;'"<,>.\|`~`

Desplaines 9 point

× Desplaines 10 point

Desplaines 18 point

× Desplaines 36 point

Madison

Madison is very similar to the Art Deco typeface called Broadway. It is very dramatic and would be a real attention-getter on a sign or invitation.

Madison 24 point
abcdefghijklmnopqrst
vwxyz
1234567890
ABCDEFGHIJKLMN OPQR
STUVWXYZ
!@# \$%^&*()_ - += { } [] : ; " ' < , > . | \ ~

Racine

Racine is very similar to Courier, the familiar "typewriter" type. It is a mono-spaced typeface and is available in three sizes.

x Racine 12 point
abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNPOQRSTUVWXYZ
!@#\$%^&*()_+={}[]:"'<>.\|`~`

Racine 14 point

Racine 20 point

Ravinia

Ravinia is an elegant typeface that you might choose to announce a more formal invitation. It is a very artistic typeface.

× Ravinia 18 point

abcdefghijklmnopqrstuvwxyz 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
!@#\$%^&*()-_+={}|:;'"<, > . | \ ^ `

Ravinia 36 point

Westwood

Westwood is a strong, emphatic headline type which would combine well with the smaller sizes of Deerfield. It is also a square block face that would do well in a business graphics environment.

× Westwood 18 point

abcdefghijklmnopqrstuvwxyz 123456789
ABCDEFGHIJKLMN OPQRSTUVWXYZ
!@#\$%^&*()_ - += {} [] ; : " ' < , > . | \ ~ `

Westwood 36 point

Wilmette

Wilmette is a “weighted” type face similar to Times Roman. It is a formal typeface, commonly used in book printing.

Wilmette 12 point

abcdefghijklmnopqrstuvwxy 1234567890

ABCDEFGHIJKLMNPOQRSTUVWXYZ

!@#\$%^&*()-_+={}[];":'<>.\|-`

Wilmette 9 point

Wilmette 10 point

Wilmette 18 point

× Wilmette 36 point

X Doodad

This font is really a collection of 93 popular printing symbols or “mini-graphics,” all 24 points high. They are all represented below, along with the key you have to press. In your text, the normal character will display on the screen. The Doodads will be substituted at print-out time, just like any other font.

a = *

b = c = d = e = f = g = h = i = j = k = l = m = 

n = 

o = 

p = 

q = 

r = 

s = 

t = 

u = 

v = 

w = 

x = 

y = 

z = 

A = 

B = 

C = 

D = 

E = 

F = 

G = 

H = 

I = 

J = 

K = 

L = 

M = 

N = 

O = 

P = 

Q = 

R = 

S = 

T = 

U = 

V = 

W = 

X = 

Y = 

Z = 

1 = 

2 = 

3 = 

4 = 

5 = 

6 = 

7 = 

8 = 

9 = 

0 = 

+ = 

- = 

£ = 

:= 

:= 

:= 

:= 

:= 

[= 

] = 

< = 

> = 

? = 

{ = 

} = 

| = 

_ = 

~ = 

` = 

! = 

" = 

= 

\$ = 

% = 

& = 

' = 

(< = 

) = 

@ = 

* = 

^ = 

== = 

Troubleshooting

PROBLEM	PROBABLE REMEDY
PROGRAM WILL NOT LOAD	<ol style="list-style-type: none">1. Turn off disk drive and computer, and try again.2. Check computer hook-up.3. Make sure the program disk Side 1, not data disk or font disk, is in disk drive.
DEVICE NOT PRESENT ERROR	<ol style="list-style-type: none">1. Check hook-up and power supply for all devices.2. Turn device OFF and then back ON.
READ OR WRITE ERROR	<ol style="list-style-type: none">1. Insert correct disk into disk drive.2. Replace data disk with previous back-up.3. Remove write protection from data disk.
SYSTEM FROZEN, SCREEN BLANKS OUT, PROGRAM LOST (due to power fluctuations)	<ol style="list-style-type: none">1. Connect your computer to a different power source.2. Restart all devices and reload the program.
PRINTER DOESN'T PRINT	<ol style="list-style-type: none">1. Be sure printer is plugged in, turned on and on-line (selected).2. Be sure printer has a ribbon and paper.3. Turn printer off and then on again.4. Check to see that printer is connected to disk drive.
PRINTER PRINTS ONLY UPPERCASE LETTERS AND GRAPHIC SYMBOLS	Use the proper secondary address. (See Option J—Open 4, 4, ?—in the Print Options Window. Most Commodore printers use 7 as a secondary address.)

PROBLEM	PROBABLE REMEDY
PRINTER TRANSPOSES UPPER CASE AND LOWER CASE OR PRINTS ONLY UPPERCASE CHARACTERS	If you are using an interface, be sure you've selected Y for Option D, "Normal ASCII," in the Print Options Window. Then, select the proper secondary address for Option J to set your interface to the "Transparent" mode. See your interface user's manual for more information as well as the table in Chapter 4.

NOTE: If you are using a Commodore or compatible printer, set option J in the Print Options Window, "Open 4,4,?" at 7 and option D, "Normal ASCII," choose N or your printer will not function properly.

PROBLEM	PROBABLE REMEDY
RIGHT SIDE OF PRINTOUT IS MISSING.	Load the file; reformat it and save it. Try printing again.
LARGE GAPS BETWEEN WORDS WHEN TEXT IS JUSTIFIED.	Load the file; reformat it and save it. Try printing again.
OTHER PROBLEMS	Consult the Pre-Call Checklist before calling Timeworks' Customer Support Help Line: (312) 948-9208

■ Error Messages

Occasionally, when things go bump in the night, an error message will appear in the Status line. It indicates that either WORD WRITER 4 or the computer has encountered a problem, and it won't continue to work until you correct it. Below are listed the most common error messages and their remedies. Others may be found in the manual for your operating system.

9: The Appendixes

ERROR MESSAGE	REMEDY
1. Device not present.	Check to see that all peripheral equipment is properly cabled, plugged in, and turned on.
2. Directory Error.	The disk drive is not reading the disk properly. Turn the drive off and back on to reset it.
3. Disk full.	Your file was not saved because there was not enough room on the disk to hold it. Save to a freshly formatted disk.
4. Disk ID mismatch.	Initialize the drive, using the disk commands options. (See Ch. 5.) Then, retry the function that caused the error.
5. Drive not ready.	The disk drive has become "confused." Turn the drive off and back on to reset it.
6. Driver not found.	The WORK disk is not in the drive, or a printer that supports FONTS or Draft printing was not installed. Run the INSTALL program to install your printer, which must be a dot matrix to print fonts.
7. File not found.	View the directory. Perhaps the file name is incorrect or the file was not previously saved or was saved on a different disk.
8. Font not found.	The default font (listed first in the Select Font Window) is not present on the current disk. Copy the correct fonts to your WORK disk using the INSTALL program.
9. Read/Write error.	Copy any readable files over to a freshly formatted disk using the INSTALL program. Reformat the disk. If formatting fails, discard the disk.
10. Write protect on.	FILE WAS NOT SAVED. Uncover the notch on the disk and save again.

Pre-Call Checklist

Before You Call...

1. Have you investigated your manual thoroughly (Troubleshooting, Error Messages and the Index) for the answer to your question?
2. Has the problem ever appeared before? What procedure did you use to produce the problem, and can you reproduce the situation repeatedly? Have you tried reproducing the problem with hardware other than your own?
3. Are you using any additional equipment with your system, such as a keypad, modem, or fast-loading devices? If so, disconnect the additional hardware and try to repeat the problem. If not, did you change your hardware or software configurations before you first experienced the problem?
4. If the problem is related to printing, have you checked your printer manual or contacted your printer manufacturer for the answer? Have you read your interface manual or contacted your interface manufacturer?
5. Have you returned your Registration Card to Timeworks?

If You Call...

1. Which Timeworks product are you calling about, and what is the version number? (For example, WORD WRITER 4 version 10.1.) You will find the version number on the disk directory.
2. What system are you using? (For example, Commodore 64.)
3. Have your user's manuals at hand when you call, and keep your manual and any other pertinent materials near the phone in case we need to call you back.

Glossary

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

Byte—In computer language, the name given to eight bits of information. For our purposes, one byte = 1 character.

Character—

Numeric: 0 through 9

Alphabetic: A through Z

Symbol: ! + ; \$ % # * - / = ? ()

Alphanumeric: Any combination of numerics, alphabets, or symbols.

Cluster—In the Thesaurus, a group of synonyms displayed on the same screen.

Command—An instruction for the computer to follow.

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

Data—The information you enter to be processed.

Data Disk—The disk created to store your documents.

Delete—To remove from the file.

Font—A typeface in a given point size.

Font Disk—In WW4, the disk containing the font files.

Function Key—The special set of keys on your computer identified as F1, F2, F3, etc.

Hard Return—Symbol used to tell the computer to keep two sections of text separate when it formats a document. Hard returns are needed at the end of a paragraph and on blank lines. See also Soft Return.

Index—The letter or number (I., A., 1., etc.) in front of an outline entry.

Initialization—To reset the disk drive after an error condition.

Interface—A connection between two systems or devices, usually a computer and a printer.

Program Disk—The disk you purchased, containing the WORD WRITER 4 program.

Prompt—The line of words, located at the top of your screen, that requests your response. Ex—SEARCH FOR?.

Search—To look through your document for a specific word or phrase.

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

Soft Return—Invisible return placed in text by WORD WRITER 4. The computer ignores soft returns when formatting text. See also Hard Return.

Synonym—A word with a similar meaning to another word.

Thesaurus—The WORD WRITER 4 feature containing over 60,000 synonyms which can be substituted into WORD WRITER 4 documents.

Toggle—A key or sequence of keys which can either activate or deactivate a feature. For example, pressing **(C) (I)** to toggle between insert and overwrite mode.

Work Disk—In WW4, the disk that contains your fonts and printer driver files.

10 INDEX**A**

Address list 119
 delimiter 48, 120
ASCII characters 66, 88
ASCII code 97
 finding 98
ASCII files 21
Asterisks in Outliner 115
Automatic install 13

B

Back-up 138
Back-up copy 10
 Thesaurus disk 10
Blank the screen 88
Boldface 41
Book marks 64
Bottom margin 93

C

Calculator 42
 exit 42

 inserting result 43
Caps lock 43
Center text 43
Chain page 89
Check mark 30
 commands 44
 delete 44
 enter 44
Check Spelling 37, 103, 105
 limitation 103
Clear a document 45
Clear screen 66
Cluster 139
Codes, imbedded 30
Color, changing 19
Column number 28
Control codes 97
Converting files 22
Converting GEOS fonts 17
Copy text 36, 46
Copy and delete files 22
Copy Files 23
Cursor 139
 changing 20
 fast 47

- keys 46
 - location 28
 - movement 34
 - movement keys 46
- D
- Data disk 14
 - Default fonts 17, 53
 - Deinstall fonts 16
 - Delete
 - character 48
 - checkmark 44
 - line 44, 48
 - text 47
 - word 48
 - Delete destination files 24
 - Delimiter symbol 48, 56, 120
 - Destination drive 23
 - DICTIONARY disk,
 - contents 7
 - Dictionary, personal 104
 - Disk Commands 49
 - Disk Directory
 - view 50, 82
 - Disk drives, selecting 12
 - Disk name, limitation 24
 - Document
 - clear 45, 66
 - limitation 28
 - merging 64
 - new 45, 66
 - reformat 73
 - Doodad font 131
 - Double space 89
 - Draft print 95
 - Drive assignments 20
 - Drive options 12
- E
- Erase file 49
 - Error code 49
 - Error messages 135
 - ESCAPE code 98
 - Exit
 - Outliner 118
 - WORD WRITER 4 73
 - Expand function 123
 - Expanded fonts 51
- F
- Fast cursor 47
 - File name, limitation 75
 - Files
 - converting 21
 - copying or deleting 22
 - erasing 49
 - loading 30, 34, 61
 - merging 64
 - renaming 50
 - saving 38
 - Font
 - display 4

-
- entering 53
 - expanding 51, 123
 - installing 16
 - Font files 16
 - Font library 123
 - FONT mode 4, 29, 52
 - display 52
 - left margin 63
 - loading options 62
 - page length 72
 - print preview 72
 - printer codes 70
 - printing 33, 96
 - saving 75
 - text styles 60
 - warning 33
 - FONT mode, switching 65
 - Font selection 16
 - Font table 102
 - Font tokens 31, 53
 - removing 101
 - Font/style bar 54
 - Footers 55
 - entering fonts, styles and margins 57
 - limitation 57
 - on and off 56
 - page numbers 56
 - printing 57
 - Form letters 119
 - limitation 120
 - printing 121
 - Formatting a disk 24, 50
 - data disk 13
 - Function keys 9, 30, 139
 - G
 - GEOS fonts 15
 - printer drivers 19
 - with WW4 printer drivers 19
 - GEOS fonts, converting 17
 - single drive 17
 - two disk drives 18
 - GEOS Text Scrap files 21
 - Glossary 138
 - Go to
 - End 36, 47
 - Next Mark 22
 - Next Page 47
 - Previous Page 47
 - Top 36, 47
 - Graphics, see Doodad font
 - H
 - Hard return 30, 31, 74, 139
 - Headers 55
 - entering fonts, styles and margins 57
 - limitation 57
 - on and off 56
 - page numbers 56
 - printing 57
 - Help screen 9, 58
-

- I
 - Imbedded tokens 30
 - Importing files, see Converting files
 - Index 114, 139
 - lower 116
 - raise 118
 - Initialize 50, 140
 - Insert
 - line 36, 59
 - single character 59
 - INSERT mode 35, 60, 68
 - Install
 - fonts 16
 - printer 14
 - INSTALL menu 11
 - INSTALL program 10
 - Interfaces 91, 140
 - secondary address 91
 - Italics 60
- J
 - Justify text 60
- K
 - Keyboard overlays 9
- L
 - Leading 79
 - Left aligned text 61
 - Left margin 31, 63
 - font mode 63
 - text mode 63
 - Letters, form 119
 - Letters, highlighted 31
 - Limitations
 - disk name 24
 - document 28
 - file name 75
 - footers 57
 - form letters 120
 - headers 57
 - merging in font mode 65
 - page 28
 - print preview 73, 95
 - scratch 49
 - search 77
 - thesaurus 109, 111
 - Line length 31
 - Line number 28
 - Line spacing 79
 - for super and subscripts 79
 - Linefeeds 89
 - Load file 27, 30, 34, 61
 - FONT mode options 62
 - Loading WW4 25
 - from BASIC 25
 - from GEOS 25
 - Lower index 116

M

Macro 37, 62
Manual conventions 6
Margins
 left and right 63
 top and bottom 93
 virtual 82
Mark
 go to next 64
 setting 64
Mega fonts 17
Memory available 64
Merge files 64
Merge names 65, 90
Merging
 font mode limitation 65
Mini-graphics, see Doodad
 font
Modes
 Font and Text 65
 Insert and Overwrite 68
Move text 65

N

New command 50
New document 27, 66
Normal ASCII characters 88
Number of copies 94
Number Pages 88
Numbers, highlighted 31

O

Outliner 113
 asterisks 115
 choosing fonts 118
 edit 116
 index 114
 levels 113
 loading 118
 lower index 116
 quit 118
 raise index 118
 reformat 116
 saving 118
Overlays, keyboard 9
OVERWRITE mode 35, 60, 68

P

Package contents 5
Page
 limitation 28
Page length 72, 93
Page number 28, 56, 88
 delimiter 48
 starting number 94
Paper alignment 100
Personal dictionary 104
 creating 105
 saving suspect words 107
 sorting 108
PetASCII files 21
Point 45

- Pre-call checklist 137
- Preview 72, 94
- Print Options Window 52, 71, 85
- Print preview 72, 94
 - limitation 73, 95
- Printable lines 100
- Printer
 - compatible 15
 - install 13, 14
 - unlisted printer 15
 - with GEOS fonts 15
 - MPS1000 information 91
 - multiple 70
- Printer control codes 69, 97
- Printer device 70
- Printer manual, using 99
- PRINTER OPTIONS menu 32
- Printer problems 91
- Printing 71, 85
 - draft 95
 - error messages 87
 - font mode 32
 - fonts 72
 - form letters 121
 - multiple copies 94
 - paper alignment 100
 - sheet feed 101
 - tractor feed 101
 - printable lines 100
 - problems 32
 - text mode 32
- Printing tips 100
- PROGRAM disk, contents 7
- Prompt 140
- Q
- Quit 39, 73
- R
- Re-index 116
- README file 27
- Reformat
 - document 73
 - line 74
 - paragraph 74
- Removing font and style
 - tokens 101
- Rename a file 50
- Returns
 - hard and soft 31, 74
 - togglng 74
- Right aligned text 74
- Right margin 63
- S
- Sample address list 120
- Sample form letter 121
- Sample personal dictionary 105
- Sans serif typeface 125
- Saving
 - document 75
 - file 38

- font tables 102
 - guidelines 76
 - outline 118
 - portion 75
 - problems 76
 - settings 77
 - suspect words 107
 - Scratch 49
 - Screen
 - blanking 88
 - clearing 66
 - color, changing 19
 - Search 35, 140
 - limitations 77
 - Search again 78
 - Search and replace 36, 77
 - Secondary address 91
 - Serif typeface 124
 - Set Status 20
 - Setting preferences 19
 - Sheet feed 90, 101
 - Single disk drive
 - source and destination 23
 - Single space 89
 - Soft return 74, 140
 - Source Directory 23
 - Source drive 23
 - Spacing 79
 - Spell Checker 37, 103, 105
 - exit 106
 - limitation 103
 - Status line 28
 - free space 64
 - Style codes 30
 - Style tokens 31, 69
 - removing 101
 - Subscript 79
 - line spacing 79
 - Superscript 80
 - line spacing 79
 - Suspect words 105
 - saving 107
 - System requirements 4
- T
- Tabs
 - clear 80
 - setting 80
 - Text
 - center 43
 - copy 36, 46
 - inserting ASCII characters 66
 - justify 60
 - left align 61
 - move 65
 - right align 74
 - Text files
 - converting 21
 - TEXT mode 3, 29, 81
 - left margin 63
 - page length 72
 - print preview 72
 - printer codes 69
 - printing 32
-

- saving 75
- styles 60
- TEXT mode, switching 65
- Thesaurus 35, 109, 140
 - limitation 109, 111
 - on 1581 disk drive 21
- tokens, imbedded 30
- Toggle 140
- Top margin 93
- Tractor feed 101
- Transparent mode 93
- Troubleshooting 134

U

- Underlining 81
 - with MPS802 or 1526 printers 82

V

- Validate 50
- View disk directory 50, 82
- Virtual margins 82

W

- WARNING 33
- Word count 38, 83, 104
- Word Wrap 83
- WORK disk
 - single-drive 14
 - two drive 14
- Working copies 10
- WW4 display 28

Notes

Notes

- F1 Help / Replace word / Print Preview
- F2 S/L/M
- F3 check Spelling / next word / Return to Document
- F4 thesaurus
- F5 to Outliner / Exit Outliner
- F6 Outline index
- F7 or Run Stop 1/4 down
to End install
- F8 1/4 up / Exit spell check

Personal Computer Software

Timeworks has put the **personal** in Personal Computer Software.

We have pooled creativity, technical knowledge, manufacturing expertise, and conscientious quality control to bring to you the versatility and reliability demanded by the computer generation.

We have dedicated ourselves to the development of programs which meet the personal productivity needs of the computer user. Each program is designed and tested with the user's needs foremost in our minds.

Timeworks programs utilize maximum computer capacity. Our manuals are user-friendly, written in plain easy-to-follow language, then carefully edited to provide continuity and correlation with the program.

If superior design, maximum capability, effective graphics and dependable performance are important to you, look into Timeworks **personal** computer software.

You'll be amazed at the difference a **personal** commitment can make.

For other Timeworks software see your local Timeworks dealer, or contact Timeworks, Inc., for a list of our latest software.

Timeworks, Inc.
444 Lake Cook Rd.
Deerfield, IL 60015-4919
(312) 948-9202
