Bank Street
WRITER™
Word Processor

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Bank Street Writer

For the Commodore 64 and 128

Created by
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Contents

Introduction

This manual introduces you to the Bank Street Writer and its features. As you read, it is a good idea to sit at your computer and try things out. Then you can put into operation what you read about in the manual.

Do not be afraid to press various keys on your computer. Even though unfamiliar items appear on your screen, you can't hurt your system. And if you become confused, you can always start the program again.

The more experience you have with the Bank Street Writer, the more at ease you will be with it; the more you use it, the more uses you will find for it. With the Writer you can write anything that you would normally use a typewriter for, from the simplest note to the most complicated report. The Writer is faster than a typewriter and the results are always neat, with no gaps, erasures, or inserts due to errors.

The Bank Street Writer is very easy to use. If you have never used a word processing program before, this manual will tell you all you need to know to use the Writer. If you have some experience with a computer or with another word processor, you probably will be able to start using the Bank Street Writer without reading this manual, since all the necessary commands appear on the screen. This booklet can then serve as a reference manual (see the Index/Glossary at the end).

1 Getting Started

You have two Bank Street Writer program disks. One should be put away in a safe place as a backup in case your other disk is ever damaged. If a disk ever fails, use your backup and return the defective disk to Brøderbund Software, Inc. for a free replacement. A Tutorial for the Bank Street Writer is included on each disk.

To use the Bank Street Writer, you will need a Commodore 64 or 128. You will also need several blank disks to hold your text files.

Running the Bank Street Writer

Turn on the disk drive first, and then the computer. The green ON light on the disk drive will go on. The red light will flash briefly, and then go off. The normal Commodore screen will appear on your TV or monitor.

Insert the Bank Street Writer disk, label side up, into your disk drive, holding the disk at its label. Do not touch the exposed surface of the disk. Close the disk drive door.

Type LOAD "BSW", 8 and then press the RETURN key. The red light on the disk drive will come on and the computer will respond with SEARCHING FOR BSW, LOADING and then READY. Type RUN and press RETURN again. The red light will come on again. At this point, the Bank Street Writer program is loading from the disk into the computer. The red light remains on during this process.

Never try to insert, remove, or adjust a disk while the light is on; you may destroy the information stored on the disk.

The loading process takes a moment or so, and when it is finished the program will start by itself. On the Commodore 128, use the C64 mode to run the Writer.

If you are using a television set or a monitor with a speaker, turn the volume up so that you can hear the beeps the program uses to alert you to errors. (The Commodore itself has no speaker.)

The Utility Program

The Bank Street Writer is ready for immediate use, but many of the program's features — such as how it communicates with a printer or the definition of printer format commands — can be changed with the Utility Program on the Writer disk. See Section 6 of this manual for how to use the Utility Program. To run the Utility Program follow the directions above to run the Writer. While the Writer is loading (when the title screen appears), press the ⬅ key once or twice firmly.

You can also run the Utility Program directly from the Commodore opening screen by typing LOAD "UTIL", 8 and, after the computer responds with READY, typing RUN.

What To Do if the Writer Won't Run

If for some reason the program does not load properly, remove the Bank Street Writer disk from the disk drive and reinsert it. Reread the instructions and try starting the program again. If the program still won't run, your disk drive may need adjustment. Try loading a disk other than the Writer. If the system still does not work, take your computer to an authorized repair center for adjustment. If another disk runs but your Writer disk won't, return the Bank Street Writer disk to Brøderbund Software for a free replacement.

Loading a File Disk

After you start up the program, replace the program disk with a floppy disk of your own so you can save what you have written (see Section 4 about how to prepare your storage disk for use).

Using the Tutorial Program

To assist you in learning how to use the Bank Street Writer, a Tutorial program has been included on the disk. To use the Tutorial, turn on the disk drive and the computer and insert the Writer disk into the drive with the label facing up. Type LOAD "TUTOR", 8 and press the RE-TURN key. Wait for the computer to respond with READY and for the red disk drive light to go out. Then type RUN and press RETURN. The Tutorial will be loaded into the computer and in a moment will start up automatically. Directions for running the tutorial will appear on the screen. The disk must remain in the drive while the Tutorial is being used.
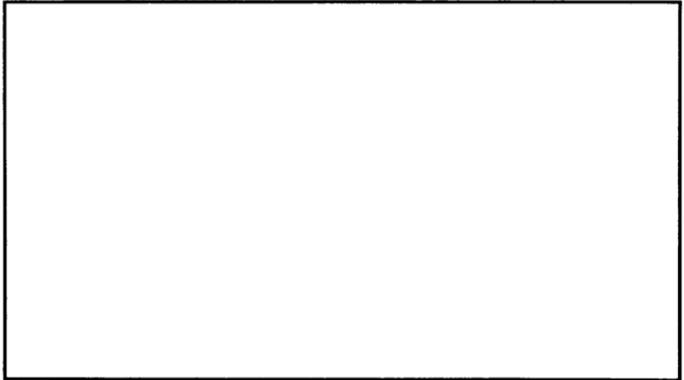
2 Beginning to Write

When the Writer is first loaded into the computer, the screen looks like this:

```
TYPE IN TEXT AT CURSOR                          [←] FOR MENU
USE [DEL] TO ERASE

MOVE CURSOR WITH ⇐ , ⇒ , ⇓ , ⇑
┌─────────────────────────────────────────────────────────┐
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

You are now ready to write. Anything you type on your keyboard will appear on the screen. You can also delete characters and type in new ones. To perform other functions, such as printing what you write or saving it on a floppy disk, press [←]. This will put a menu of choices in the top four lines of the screen (it will also deactivate the keyboard so that you can't enter text). If you want to go back to writing, press [←] again. The list of function choices disappears, and the keyboard is once again "active." Notice that:

■ Instructions or information about what you can do appear on the top four lines of the screen. These are called prompts; they make the Bank Street Writer easy to understand and use. In fact, because these prompts always give you the available commands, there is nothing to memorize before you begin to use the Writer.

■ The prompt area reminds you of the things you need to know to use the Writer. Thus, ⬅ FOR MENU tells you how to get to the function menu, while ⬅ TO WRITE tells you how to go back to writing. The prompts also tell you when you can enter text (write) and how to move the cursor. When in doubt, look for instructions in the prompt area.

■ The ⬅ key (the key with the single left arrow in the upper left corner of the keyboard) will always get you to the function menu (and, from there, will get you back to where you can write). This menu of choices will become a familiar "home base" as you use the Writer. No matter what you are doing, if you decide that you want to stop and go back to the beginning, press the ⬅ key once or twice and the program will return you to this menu screen. From there, another ⬅ will let you go back to writing.

The rest of this section describes the process of writing with the Bank Street Writer. The next section describes the choices available on the function menu.

Entering Text

The flashing box on the screen is called a cursor; it tells you the location of the next character to be typed. To move the cursor to the right, press the SPACEBAR; to move it left, press the DELETE key (labelled INST/DEL); to move it down the page, press the RETURN key (equivalent to the RETURN key on a typewriter). When you move the cursor to the right with the spacebar you are actually inserting blank spaces into your document. When you move the cursor down to a new line, you are actually inserting a marker that tells the Writer to begin a new

line (or to leave a blank line). For convenience, the Writer displays a carriage return symbol on the screen so that you can see where you began a new line when you pressed RETURN.

The cursor moves automatically as you type. Notice, as you type, that your screen accommodates a maximum of 38 characters per line. A blank space is considered a character. If you begin typing a word that does not fit on a line, the computer automatically transfers that word to the next line. Therefore, *do not hyphenate a word when you get to the end of a line.* Similarly, *do not press* RETURN when you get to the end of a line. Press RETURN only when you specifically want the rest of the line to be blank, such as at the end of a paragraph or to line up a column of figures. Let the program decide when to go to a new line by itself (when it gets to the end of the screen); use the RETURN key only when you want to "force" a new line.

You may want your printed document to look different from the way your text appears on the screen (wider margins, different spacing between lines, etc.). Don't worry about that now. You can adjust the format of the printed page when you decide to print.

The keyboard of your computer functions in almost the same way as the keyboard of a standard typewriter. However, there are a few differences:

∎ To capitalize a letter, hold down the SHIFT key and press the letter key. To "lock" the keyboard into upper case, press the SHIFT LOCK key. To turn off the Shift Lock feature, press the key again. Several of the keys on your keyboard have two symbols, such as keys with the $, %, or #. To type these second symbols press the SHIFT key and the desired key.

∎ To delete characters you just typed, press the DELETE key to delete one character at a time to the left. If you want to make a change in something you have just typed, you can change or correct by pressing the DELETE key. Remember, however, that this key deletes all the characters touched by the cursor as it moves left. If you notice a mistake or see a change you want to make and

do not want to delete the intervening characters, use the cursor movement keys to go back to the place where you want to make the correction (see below for how to move the cursor).

■ To insert blank lines, press **RETURN** once for each line that you want to insert. If you move the cursor down too far and want to move it back up, press **DELETE** once for every line you want to "erase." When you get to the bottom of the screen, your text automatically moves up and the cursor shows in the middle of the screen. When this happens, just continue typing. Your most recently typed text will always remain on the screen.

■ If you hold down a key, after a brief pause that key will automatically repeat until you release it.

Moving the Cursor

The Commodore's Arrow Keys
On the Commodore 64, there are two arrow keys — one for left/right movement and one for up/down movement. These keys are used in combination with the **SHIFT** key to move the cursor around the screen in all four directions. Thus the key labelled **CRSR** with left and right arrows on it will move the cursor to the right when pressed by itself; this manual and the Writer's prompt area refer to this key as the ⇒ key. The same key pressed while holding down the **SHIFT** key will reverse direction and move to the left; this combination is called the ⇐ key in the manual and on the screen, to indicate movement to the left. Similarly, the key labelled **CRSR** with up and down arrows on it, when pressed by itself, will move the cursor down; this is called the ⇓ key. This key, when pressed with **SHIFT**, will reverse direction and move upwards; we call this combination the ⇑ key. Remember — the program and the manual indicate four separate keys as a shorthand to tell you which keys to use; when you see ⇒ or ⇓ , this means to use one of the **CRSR** keys; when you see ⇐ or ⇑ this means to use one of the **CRSR** keys while holding down the **SHIFT** key.

To move the cursor without erasing or writing over your text, simply press the ⇐ , ⇒ , ⇑ , or ⇓ key. Pressing these arrow keys will move the cursor in the direction of the arrow: one line up or down, or one character left or right. Remember that the cursor shows you where the next character you type will be entered; when you move the cursor back into text you have already typed, new text you enter will be inserted in the place where the cursor is. This makes it very easy to go back into your text to make corrections or insert new text.

Making Additions

Suppose you are typing along and think of a sentence or an idea that you would like to include in the text you have already written. To make additions, simply use the appropriate cursor movement arrows to get the cursor to the spot where you want to insert your new sentence. Then type in what you want to insert. As you type in the new material, the original text is automatically pushed to the right of the cursor, but is not deleted.

Making Corrections

Similarly, to correct a typing error, follow the same process as in making an addition: use the appropriate cursor movement keys to get the cursor to the exact point for correction. Then delete the incorrectly typed text and type in the correction. Again, the text to the right of the cursor is pushed ahead as you type. You have two choices of keys to delete text. As described earlier, the DELETE key deletes characters to the left of the cursor; in addition, holding down the SHIFT key while pressing the DELETE key deletes the text to the right, starting with the character under the cursor. Using these keys to delete, you can move the cursor to the place you want to correct, type in the new text (which moves the old text to the right), and then delete the old text one character at a time.

Scrolling Up or Down

If you have enough text to fill up the screen, you will notice that the screen acts as a sort of "window" into your text. To move this window up or down, simply move the cursor to the top or bottom of the screen and keep moving it; the text will scroll up or down into the

text box. Notice that the cursor movement arrows and the delete key are listed in the prompt area; this makes it very easy to remember which key does what.

Special Keys

What you have learned so far is basically all you need to know to write with the Bank Street Writer! There are additional keys that will do two kinds of special things: move the cursor more than one line or space at a time, and allow you to do special formatting, such as indenting text or centering titles. A list of the keys that perform these functions is available on a special screen that can be displayed while you are writing. Because you do not need any of these special keys to use the Writer, they are described in a special section later in this manual.

To display the list of keys on the screen while using the Writer, hold down the CTRL key and press the H key (H is for "help"). A list of special cursor movement and formatting keys will appear. Press RETURN and you will return to whatever you were doing when you pressed the CTRL and H keys. These special functions are used by pressing the appropriate key while holding down the CTRL key.

Saving Your Document

As you type your document, you should SAVE it periodically. If there were a sudden power failure while you were typing, you would lose everything you had typed. However, if you had been saving periodically, you would lose only the material that you had typed since the last save. Also, you must save your text before you turn off your computer. (It is actually a good idea to save every 20 minutes or so.) You can later bring back any saved document to the screen and add text or make changes. (See the next Section for details on how to SAVE and RETRIEVE your text.)

16

3 The Menu and Selecting a Function

When you press ⏎ and the function menu appears in the prompt area, you can do one of three things: (1) select a function to perform from the list in the prompt area; (2) go back to writing by pressing ⏎ ; or (3) look through your text by using the cursor movement keys. (While you can't actually enter new text when the menu is on the screen, all of the cursor movement keys can be used.)
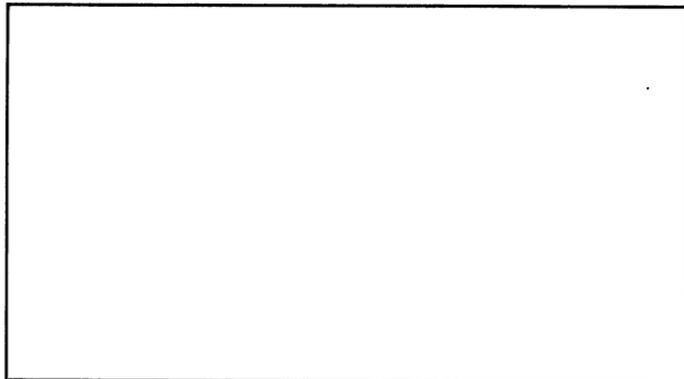
USE < OR > , **RETURN**   ⏎ TO WRITE

| **ERASE** | MOVE | FIND | COPY |
| UNERASE | MOVEBACK | REPLACE | OTHER |

Selecting a Function

Selecting a function is simple. Notice that the ERASE function is highlighted. To highlight a different function, press the > key one or more times. You can also move the highlighter backward by pressing the < key, or move it up and down by pressing the SPACEBAR. To actually begin the highlighted function, simply press RETURN. A series of prompts will appear that will tell you exactly what to do to make that function operate. (For convenience, the [and] keys also move the highlighter among the functions on the menu.)

Stopping a Function

If at any time you select a function, get part way through it, and then decide that you do not want to continue, just press ⬅ ; the operation will be stopped and the program will return you to the function menu. As long as the function was not completed when you pressed ⬅ , your text will still be just as it was before you started the function. Thus, the ⬅ key (notice that it is always listed in the prompt area) is an "escape" key that lets you stop something and get back to the place where you can start over or do something else. The functions that the Writer can perform are described in this and the next Section.

Erase and Unerase

To Erase

To erase a block of text, make sure that ERASE is highlighted on the function menu and press RETURN. A series of prompts at the top of the screen will guide you through the function. Follow the prompts and position the cursor at the beginning of the block of text to be erased. Use any of the cursor movement keys to move the cursor to the first character of the block of text you want to erase. Once your cursor is positioned, press RETURN. Then position the cursor one space beyond the

18

end of the section of text to be erased. If your deletion is going to include the end of a paragraph, move the cursor one additional space beyond the last character so that the end-of-paragraph (carriage return) symbol is also included. As you move the cursor, the text becomes highlighted, but deletion does not actually occur until you give the computer additional instructions.

When all the text to be deleted is highlighted, press **RETURN**. The computer now asks you to make sure that you do want to erase all the highlighted text. This question gives you a chance to change your mind. If you press **N** (No), the screen automatically returns to the function menu. If you press **Y** (Yes), the highlighted text is instantly deleted, and the text to the right of the cursor moves up to the place where the deletion began. (Pressing ⬅ at any time before this last step will return you to the menu without completing the **ERASE** operation.) **ERASE** can delete up to 15 lines of text at one time. To erase large blocks of text (or all of it), you can use the **CLEAR** function, described below.

To Unerase   If you have deleted more than you wanted to, you can still get back the text you erased. Highlight **UNERASE** in the prompt area and press **RETURN**. What you have deleted reappears on the screen in highlighted contrast. A prompt asks whether you want to restore this highlighted text. If you press **Y**, the text is restored as it was before you erased it. If you press **N**, the text is again deleted, and you return to the function menu.

Note that if you erase two or more separate segments of text, you can **UNERASE** only the most recent segment; you cannot **UNERASE** all the prior segments.

If, after erasing a segment, you return to writing and enter new text or make alterations in your text, you cannot **UNERASE** your most recently erased text.

Move and Moveback

To Move   These two functions work together just as **ERASE** and
Text   **UNERASE** do: **MOVE** lets you take a portion of your text and

19

relocate it in the document. To move a portion of your text, select **MOVE** and follow the prompts. Use the cursor movement keys to position the cursor on the first character of the block of text that you want to move and press **RETURN**. Now use the cursor movement keys to position the cursor one space beyond the last character of the text you want to be moved. As you move the cursor forward, the text becomes highlighted. When all the text you want to move is highlighted, press **RETURN** again. Now use the cursor keys to move the cursor to where you want your text to be relocated and press **RETURN**. The Bank Street Writer will then give you a chance to change your mind. If you press **Y**, the computer inserts the highlighted text in the new location, and returns you to the function menu. If you press **N**, the highlighted text remains in its original position.

To Move Text Back

If you have moved a block of text and, realizing that you have made an error, want to undo what you have just done, select **MOVEBACK** and press **RETURN**. Prompts ask whether you want to keep the highlighted text in its present location or return it to its original location. Press **Y** or **N**. If you press **N**, the computer returns you to the function menu, leaving the text where it was before you selected **MOVEBACK**. Pressing **Y** will move the text back to the place from which it was moved. **MOVEBACK** may be used repeatedly to move the text back and forth.

As with **ERASE**, **MOVE** allows you to move up to, but no more than, 15 lines at a time. And, just as with **UNERASE**, if you enter any new text or make any alterations in your text, you cannot **MOVEBACK** the most recently moved text. When you move text, remember to consider moving the space(s) before or after the text. A space is actually a character. To move a large section of a document, you can use the partial save feature (see **SAVE**) to save the section, then use the partial clear feature (see **CLEAR**) to erase that section in your document, and then use **RETRIEVE** to add the saved section back into your document where you want it.

Copy

COPY works just like MOVE, except that the text you mark
(up to 15 lines) is moved to a new location as well as left
where it was originally. Use this function to copy a block
of text so that it then appears twice (or more times) in
your document. Once a block of text is COPYed, the copy
is completely separate from the original text, and may
be edited or modified just as if it had been typed in di-
rectly from the keyboard. (There is no "uncopy" func-
tion; use ERASE if you change your mind.) To use COPY,
select it on the menu and follow the prompts to mark the
beginning and end of the text to be copied and then to
point to the location where you want the text copied.

Find and Replace

The FIND function lets you locate a word or words in your
text. With REPLACE you can find text and automatically
replace it with some other text you specify. You can use
these functions to find where in your text you mention
some particular subject; or you can replace all the occur-
rences of a misspelled word with the correct spelling!

**To Find
Text**

To locate text, highlight FIND on the menu and press
RETURN. Type in the text you want to find and press RE-
TURN again. The first occurrence of what you have asked
to find will be highlighted, and a prompt will ask if you
want to look for the next occurrence of the word or
words. Press Y to continue (and find every occurrence
of the word or words in your text) or N to stop. When
you stop, the cursor will remain at the start of the
last-found text.

The Writer will look for exactly what you ask for.
Suppose you want to find all occurrences of the word
"the" in your text. If you type in "the," the Writer will
find all the "the's," but also every occurrence of those
three letters. Thus, the "the" in "there," "then" and
"whether" will also be found.

To avoid this, type in a space before and after the
word you want to find. Keep in mind, too, that if you ask

for "the," the program will not find "The." Lower case and upper case letters are regarded as different characters.

To Replace Text

The REPLACE function is similar to FIND, but also allows you to specify text to replace the text you are searching for. After selecting REPLACE from the menu, you will be asked to type in the text you want to find and press RETURN. A prompt then asks for the replacement text. After you press RETURN again, the Writer will highlight the first occurrence of the original word or words and ask if you want that text replaced with the new text you specified. If you press Y, the substitution is made and the next occurrence of the original word is found. If you answer N, then no replacement is made and the next occurrence is located.

Be careful when telling the computer what you want to replace; look at the text on a case by case basis. If you want to replace "her" with "him" and are not careful, you may wind up replacing "other" with "othim"!

You can use REPLACE to delete a word throughout your text. Type in the word to find, and then press RETURN alone as the replacement text.

You can stop the FIND or REPLACE functions at any time by pressing the ⬅ key. This will return you to the menu with no further finding or replacing (although words already replaced will remain replaced).

Other Menu

Selecting OTHER and pressing RETURN takes you to the other menu of functions that allow you to save and retrieve copies of your files to and from floppy disks. This menu also contains various functions that deal with the storage of files on disks. To return to the main function menu from the OTHER menu, simply press ⬅.

4 Other Menu Functions

Save

Whenever you are working on a document, you should save your text periodically. You will certainly want to save your document when you have finished typing it. Saving is the process of transferring a copy of your text from the computer's memory to a floppy disk. It is not possible to save a document directly on the Bank Street Writer disk. Note that after you save, you can continue to edit your text, which is still in the computer's memory.

How to Save a Document
When you want to SAVE all or part of a document, move the highlighter to SAVE on the menu and press RETURN. Be sure that you have replaced the Bank Street Writer disk with your own floppy disk for storing data. See below for how to prepare a disk to be a data disk. Then follow the instructions at the top of the screen. You are first asked if you want to save your whole document; answer Y (Yes) or N (No). If you answer N, a series of prompts tells you how to save just a portion of the document (by moving the cursor to the first and last characters of the portion you want to save). You will be asked to give the document a name of up to 8 characters; the selection of that name is completely up to you. If you assign a name you have already used to store a file on that disk, you will lose the document stored earlier under that name. If you are not sure if you have used a particular name, request a CATALOG, which displays the names of all the documents stored on your disk.

Using Passwords

You may protect your document with a PASSWORD if you wish. If you do decide to enter a password, be sure to keep a record of it. Passwords are not necessary unless your document contains personal or important information and other people have access to your disk. You can remove a password by renaming a document with a name that has no password. If you do protect your document with a password, an asterisk will appear before the name of that document when it is listed in the catalog.

Turning Off the Computer

Once you have saved your document on your floppy disk, you are free to turn off the computer without worrying about losing what you have written. However, once you have turned the computer off, you will need to load the document from the floppy disk back into the machine the next time you want to edit it. You do this with the RETRIEVE function.

Note: If you turn off the computer without saving your document, you will lose that document.

Disk Capacity

If you run out of storage capacity on your disk, the computer alerts you with a message that the disk is full. If this happens, replace your working disk with a blank formatted disk. (For this reason, you might always want to have one spare floppy disk available.) A disk will store the equivalent of approximately 80 pages of single spaced text. (See below on how to format a data disk.)

Backup Disks

You should also store a duplicate copy of your important documents on a backup disk. A backup disk is an additional floppy disk that contains a second (backup) copy of your document. Thus, if you should accidentally harm your first disk, you will always have another copy of your document.

If you have a second disk drive and want to use it for a data disk, make sure you have used the Utility Program to properly set the "data disk device #" for the Writer to use to save and retrieve data. See Section 6 for details.

Note: If you try to save a file with your disk drive turned off, or print with no printer connected, your computer may "freeze" and no keys will work. This problem can generally be fixed by doing what is known as a "system reset." To do this, hold down the RUN/STOP key and tap the RESTORE key.

Retrieve

When you want to work on a document that you have saved, you must load that file from your disk back into the computer. After the program is loaded into the computer, press ⬅ to get to the main function menu and then go to the OTHER menu. Highlight RETRIEVE, and then press RETURN. If you are not sure of the exact name of your document, request a CATALOG —it will list the names of all the documents that have been saved on your disk. Type in the name of the document on which you wish to work (and type in the password if there is one). Press RETURN and your document will be loaded into the computer.

Saving Revisions

Once your document is loaded, you can add to that document, erase parts of it, move words or phrases, or edit it in any way that you want.

Note: Whenever you make any changes in your document, you should save that revised document.

You can use the same name for the document that you used before. If you do so, the computer replaces the old version with the new version. If you use a different file name, the computer saves the new version and also keeps the old version.

"File Not Found"

If you request a specific document and get a message that the file is not found on the disk, one of the following has most likely occurred:

■ You made an error when you typed in the file name. Request a catalog to confirm the spelling of the name, and then type in the name of the document as it appears in the catalog.

25

■ You typed in the wrong password (or did not type in a password) for a protected document. If this happens, repeat the cycle, typing in very carefully the name of the document and the password.

■ You forgot to save the document. Request a catalog to see if the document was, in fact, saved on your disk. If the document was not saved, there is nothing you can do.

Combining Documents

There may be times when you want to combine a document that you have already saved with a document you are currently working on. Retrieving a document with text already on the screen will insert the document from the disk into the text in your computer at the location of the cursor. If there is not enough room in your present file to fit in the requested document, you will be told that the file is too large to retrieve. If this happens, you cannot combine documents unless you erase some of your text.

If you have text in the computer and RETRIEVE a file, you will be asked whether or not you want to erase the existing text before retrieving the new text. Answer N to merge the two files, as described above, or Y to erase all the old text before retrieving the file. (Remember: the old text will be lost if you never saved it!) You can use the "partial save" option, discussed earlier, together with RETRIEVE to save a portion of one document and then add that portion into the middle of a different document.

Prepare Disk

This function (abbreviated PREP) prepares a blank disk for use on your computer. Each new blank disk must be formatted on the particular computer system with which it is to be used. (The process consists of writing "markers" on the disk in a format that the computer will recognize.) To prepare disks to store Writer files, select PREP from the menu and follow the prompts. (Another way is to follow the formatting procedures given in your com-

puter user's manual.) The Bank Street Writer uses stand-
ard Commodore format disks to store files.

**Note: This process erases any data that was on the
disk, so use it only on new disks or on disks with out-
dated or unneeded contents.**

Delete File

This function will delete a text file from a disk. Follow
the prompts to provide the name of the file. Remember
that once a file has been deleted from the disk, there is
no way to get it back.

Rename File

This function is used to change the name of a text file on
a data disk. Follow the prompts to provide the old and
new names for the file; this will change the name but not
affect the contents of a file. You can use RENAME, for ex-
ample, to change the names of two files to have similar
(though not identical) names to show that they are re-
lated (e.g. STORYA and STORYB).

Print-Final

The PRINT-FINAL function will let you make a printed copy
of what you have written, setting the format of the page
(line spacing, page numbers, etc.) in any manner you
like. PRINT-DRAFT does something a bit different — see
below. Some of the format options (the ones you are
likely to want to change infrequently) are set using the
Utility Program (see Section 6). Other options, such as
the content of headers and the line spacing, are set each
time you print a document. To print a file, load the file
from your data disk into the computer, and then select
PRINT from the menu. Prompts ask you a series of ques-
tions, all of which have "standard" answers displayed. To

accept the displayed answer, merely press **RETURN**. These answers are set up for the "normal" print situation. To change an answer, type it in before pressing **RETURN**. If you change your mind about an earlier value, you can press ⬅ and start the process again. Here are the questions that appear.

REVIEW FORMAT QUESTIONS? (The ·displayed answer is **N**.) Press **Y** if you want to go through and review or change the various formatting options available. If you accept **N**, the program will skip the formatting questions and go directly to the question about whether to print a page header (see below). If you skip the questions, the program will use the default formats even if you have previously entered new settings. Use the Utility program to change the default formats.

HOW MANY CHARACTERS PER LINE? (The displayed answer is set in the Utility.) The range is between 40 and 126 characters per line; a typical format would be 65. The maximum number of characters that can fit onto one line varies with the size of the paper and the type of printer you are using. Remember to take into account the left margin, set in the Utility Program.

LINE SPACING? (The displayed answer is set in the Utility.) The range is from 1 (for single spacing), to 3 (for triple spacing).

IS THIS A CONTINUATION OF THE PREVIOUS FILE? (The displayed answer is **N**.) Press **Y** if you want to connect the document you are now printing with the one you have just printed. Otherwise, accept **N**. If selected, this option resumes printing at the page and line number where the previous document ended. Any previously used header will also appear (see below for a description of headers).

PAGES TO BE NUMBERED: (The displayed answer is set in the Utility.) A **Y** answer will have the program place a page number on each page. The START NUMBERING PAGES AT NUMBER? question determines the actual number of the first printed page; you might want to start at page 2 if you have a separate cover page, otherwise accept the default value of 1. Finally, you are asked NUMBERING AT TOP OR

BOTTOM? See the explanation of the top and bottom margins and page number locations in the Utility Program section.

PAUSE BETWEEN PAGES? (The displayed answer is set in the Utility.) Answer Y if you have to add paper to the printer one page at a time; use N if you are using continuous feed paper.

EJECT LAST PAGE? (The displayed answer is Y.) Press N if you wish to add another document to the one you are about to print and have it start on the same page. Otherwise, accept Y. Ejecting a page sets the printer at the top of a new page; not ejecting a page leaves the printer at the end of the last printed text. Be careful of the "no eject" option and use it only when you intend to continue printing on the same page. Not ejecting the last page and then moving the paper in the printer yourself can "confuse" the program about where the last printing left off. The Writer assumes that when it prints for the first time, the paper is set in the printer at the top of the page. (See your printer manual to find out how to set your printer at the "top of form.")

TYPE IN PAGE HEADER. A page header is one or more words that will appear at the top of each printed page. It is sometimes useful to identify each page of a document in this way. If you use page headers (or page numbers at the top of your document) page 1 of your document will contain neither a header nor a page number, but they will both appear on all subsequent pages. If you do not want a header to appear in your printed document, press RETURN without typing anything. If you have previously typed in a header, that last used text will appear when this question is asked. To use the same header again, simply press RETURN. To change it, type in a new one. To erase the displayed header, type a space and press RETURN.

PRINT ENTIRE FILE? (The displayed answer is Y.) Press N if you want to print only a portion of your document. Accept Y if you want to print the entire document. A partial print can be useful, for instance, if you have made altera-

tions in one section and want to print a copy of only that section. If you press N, prompts ask you to identify the specific part of the document that you want printed.

DO YOU WANT TO SEE WHERE EACH PAGE OF TEXT WILL END? (The displayed answer is N.) This allows you to see exactly where each page will start and end when your text is printed. If you press Y, you will be shown where the text ends at the bottom of the first page break, and you can then adjust that page break, moving it upward (or then back downward) with the up and down cursor movement arrows. Press RETURN to take you to the second page, and so on, until you have reviewed all the pages in your document. Moving the place where a page of text ends affects only the printed copy; it does not change the document in any way.

Finally, you will be asked how many copies of your document you want to print.

When you are printing your document and want to stop, press ⬅. After you have printed a document you will be asked "DO YOU WANT TO PRINT AGAIN?" Answer Y for another printout or accept N to return to the function menu.

You can make additional adjustments to the format of your document, and adjust the "standard" answers to the format questions that are displayed in the PRINT function, by using the Utility Program.

Note: Printers connected to the Commodore 64 are assigned "device #'s" by the computer. If there is a switch on your printer to set the device # (usually a 4 or 5), make sure it is set to the device # set in the Utility Program. See Section 6 for details.

Note: If you try to print a document and there is no printer attached to your computer, the system may stop and no keys will work. Hold down the RUN/STOP key and tap the RESTORE key to solve this problem.

Print-Draft

This function prints your document exactly as it appears on the screen (i.e. at 38 characters per line). This is use-

ful for proofreading, as it allows you to locate on the screen corrections made in the printed copy. If you request a draft copy, you are asked some of the same questions that appear in the PRINT-FINAL function, but you have more limited control over formatting.

Clear

You have finished a document, saved it on your own disk, and now you want to begin a new document. To do this you need to first remove the text of the old document that still remains on your screen. You can shut off the computer and reload, but a faster way is to use the CLEAR function, which is a sort of "mass" erase. Follow the instructions that appear at the top of the screen; the text will be completely cleared and your computer will be ready for a new document. If you complete the CLEAR operation without having first saved your text, you will lose that text. CLEAR also allows the erasing of part of your document (like ERASE, but not limited to 15 lines). Answer N to the first question about CLEARing all of your text, and follow the prompts to mark the beginning and end of the block of text to be erased. There is no way to bring back text that has been erased with CLEAR.

Quit Program

This function will stop the Bank Street Writer and allow you to start up another program. Any text you have written but not SAVEd will be lost. The computer will be ready to load another program or to use the BASIC language, just as it was when you first turned it on.
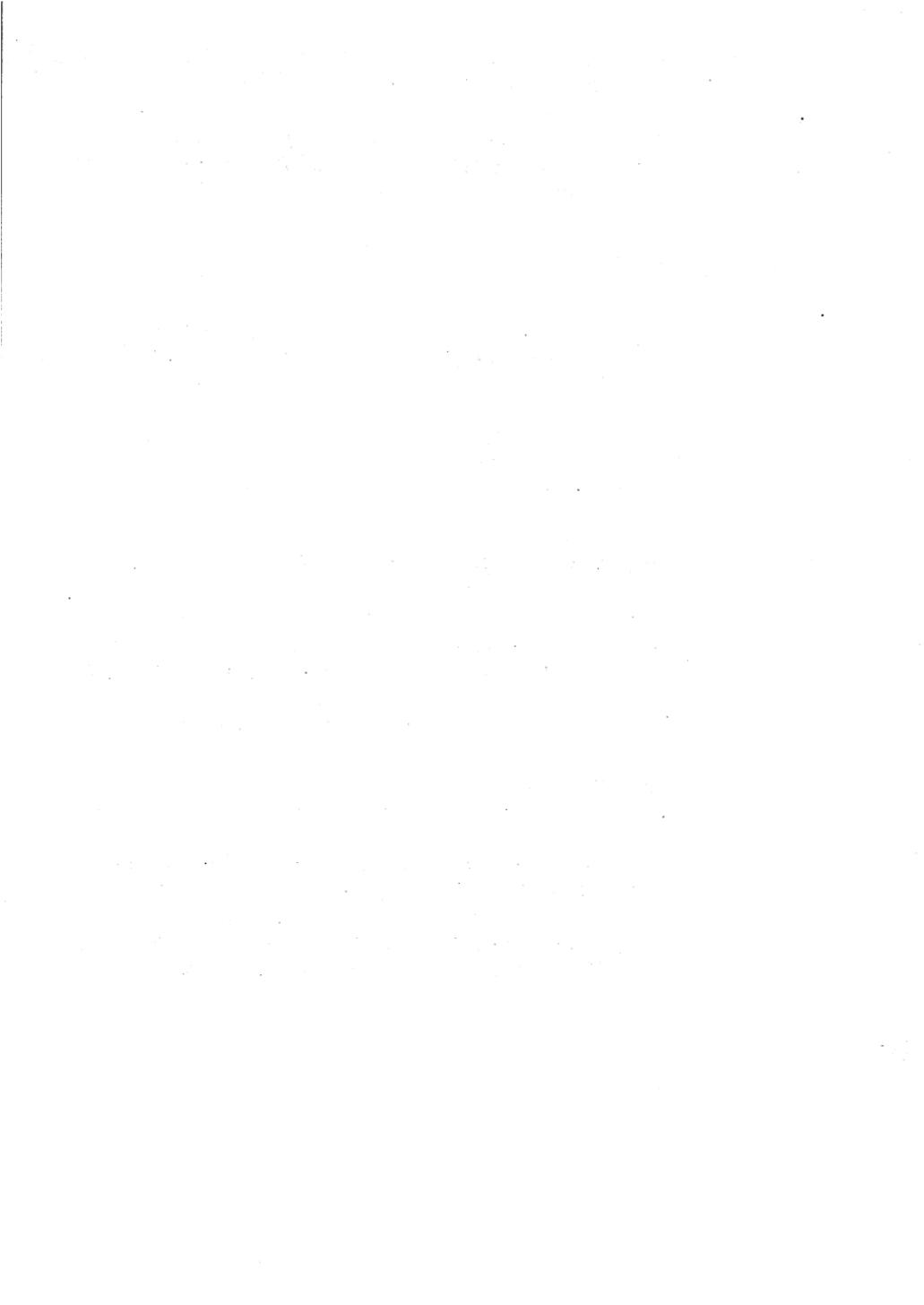
5 Additional Writing Commands

The first four sections of this manual contain all the instructions you need to write, edit, and print any document. There are some additional commands that allow you to move the cursor in a variety of ways and to further refine the format of your document. These include commands to center titles, indent text, or to send instructions to your printer to turn on or off special formatting features. Pressing the CTRL key and H will provide a list of the special keys that access these features. They can be used while you are writing and are described below.

Extended Cursor Movement Keys

In addition to the four cursor movement arrows, there are keys which will move the cursor greater distances:

CTRL and B (for beginning) or E (for end) will move the cursor to the beginning or end of your text.

CTRL and U (for up) and D (for down) will scroll the text up and down a little less than a screenful. This is a good way to move quickly through a document.

For convenience, in places where the keyboard is not "active" for text entry, such as in the middle of ERASE, the B and E keys will also work by themselves, without the CTRL key.

Center, Indent, and New Page

These features all work the same way. They are single key (pressed while holding down the CTRL key) commands which place a marker on the screen indicating their effect. The effects of using these keys are *not* displayed on the screen; the actual formatting is done only when your text is printed. These features can be used only when starting a new line, after a RETURN. The markers, and therefore their effects, can be deleted just like any other character.

CTRL key and C —CENTER. Used to center a title between the left and right margins; will center all text between the CENTER marker and the next carriage return (RETURN). Has no effect if used to center a line wider than the printed page.

CTRL key and I —INDENT. Holds the left margin in 8 spaces when printed so that the text will be indented (e.g., for outlines). Sets the margin in from the INDENT marker to the next carriage return (RETURN). You can use up to four INDENT's in a row to indent up to 32 spaces.

CTRL key and N —NEW PAGE. Causes the text immediately after the PAGE marker to begin a new page when printed.

Printer Format Commands

Many printers have various special formatting features (such as italic fonts, boldface, or proportionally spaced type) that can be turned on and off by sending special commands to the printer along with the text you want printed. These commands consist of strings of characters, numbers or control codes (characters typed while holding down the CTRL key) that will be interpreted by the printer as commands and not as text to be printed. The Writer allows you to define up to 16 such commands at one time and then insert them into your text wherever you want to turn on or off one of your printer's special features. These commands are defined and given

names (of up to five characters each) in the Utility Program. To insert a previously defined command while writing, hold down the CTRL key and press P. A list of all the defined commands, by name, appears in a window inside the text area. Next to each command is a letter. Pressing the appropriate letter (A thru P) will cause that command to be inserted in your text at the cursor. If you change your mind and don't want to insert a command after pressing CTRL P, just press RETURN to cancel the command. Note that, for convenience, only a marker with the name you have given to the command appears in the text. This is so you can remember what the command does, rather than the particular characters that make up the command. (You should use names that make clear what the command does, such as "ITAL" or "BOLD.") When the text is actually printed, the string of characters that make up the command is sent to the printer at the point in your text where the marker appears. See the Section on the Utility Program for instructions on defining and changing printer commands.

Note that before you assign a name to a command, its "default" name will be the corresponding letter that you use to call it up. You can delete a printer command marker as you would any character, with the DELETE key.

Underline On and Off   The first two printer format commands are reserved for "underline on" and "underline off" commands. This is because the Writer does a few special things with underlining (such as not underlining the blank spaces used to indent a paragraph).

Display Available Space

Pressing CTRL S will provide a message in the prompt area telling you how much room is left in the computer for the document you are working on. When you approach the maximum capacity, a prompt will warn you. If you are going to exceed the capacity, you can simply SAVE your text at a convenient stopping place, CLEAR the text, and start a new document. The two documents can then be printed together using the "Continuation" option of the PRINT-FINAL function. Each document can be up to 3000 words long.

6 The Utility Program

The Utility Program is used to change certain values such as those which the Writer needs to communicate with printers and disk drives, to list the name of each Writer file on your data disk along with the password if one was used, and to define printer commands used in your text.

To use the Utility Program, press the ⬅ key while the Writer disk is first loading the program. After you change any of the items in the Utility, you will be asked if you want to save the new information onto the program disk so that the Writer can use it the next time it is run. The following options are available in the Utility Program.

1. Change Setup Values

The Writer will probably work fine the way it is set up when you get it, but this option allows you to "customize" it to your own needs. Selecting option 1 on the Utility Program menu will cause a list of those items to which you may assign values to appear on the screen. Press the SPACEBAR to see the rest of the list. You may change a single item by pressing the letter next to that item, or review all the items by pressing RETURN. For each item you select, a screen appears giving you the necessary information to select a new value or keep the current value. Use the < or > keys to change the value for an item, then press RETURN. When you are through

making changes, press ⬅.

While most of the items set by the Utility Program are self-explanatory, the following notes may be useful in using the program. If you are in doubt about an item, a "standard value" is provided for each; try this value and then adjust later if necessary.

DATA DISK DEVICE #: The Commodore 64's disk drives are each assigned a "device #" by the computer. Normally the disk drive will be device #8, which is the disk drive the Commodore will use to load the program. If you have another disk drive connected to your computer that you want to use to save data, you must set the device number for that disk drive here; the Writer will use this device number for saving and retrieving files.

Note: If you have entered data and then find that you have set the data disk device # to a value for which you have no drive connected, you can change the data disk device # temporarily from within the program. Typing ,8 instead of a file name in SAVE will change the device # to an 8 until the computer is turned off (after resetting the device #, the Writer will ask again for a file name).

PRINTER DEVICE #: Normally the printer connected to your Commodore will be "device #4." If you change the switch on your printer to #5, or use another printer which is set to another device #, enter the appropriate device # here so the Writer can instruct the Commodore how to communicate with the printer.

PRINTER SECONDARY ADDRESS: This item is included to allow the Writer to communicate with printers and printer interface devices that require the specification of a secondary device number. If you experience problems with your printer, look in your printer or interface manual to see if a special secondary address is required and change this item accordingly.

LINES PER PAGE: Set the number of lines per page equal to the length of your paper in inches times the number of lines per inch your printer is set for (usually 11 inches times 6 lines per inch equals 66 lines).

TOP AND BOTTOM MARGINS, HEADERS AND PAGE NUMBERS:
The top and bottom margins are the number of lines above and below your text area (to the top and bottom of the page). If you use a header for your printed copy (selected at the time of printing), the header will appear in the top margin with three blank lines between it and the top of your text. If you use page numbers at the top of the page, they will appear on this same line (whether or not you are using a header) on the right. If you use page numbers at the bottom of the page, they will be centered from left to right, in the bottom margin, with three blank lines between the text and the page number.

Note: Headers and top-of-page numbers, if used, will never appear on page 1 of your document (this is for letters or other formal documents). If you want a header on page one, use a title, either flush left or centered, on the first line of your document. If you want to start page numbering on the first page, use bottom-of-page numbering.

AUTO LINE FEED: This should be set in accord with the settings on your printer. If your printer inserts a line feed automatically at each carriage return, set this item to **N** (No); if your printer does not, set it to **Y** (Yes). If you set it incorrectly, you will quickly know it by the resulting doublespacing or overwriting of your output.

AUTO FORM FEED: Normally the program has to count lines to know when it gets to the top of a new page. If your printer will accept a form feed character (a Control L), set this item to **Y** (Yes). This will make your printing faster, as the program will not have to go line by line in jumping to the next page.

KEYCLICK: A keyclick can be enabled, which gives you audible feedback every time a key is pressed. The Commodore 64 has no speaker, so you will hear this click only through a TV or monitor with a speaker.

DISPLAY CARRIAGE RETURNS: This question will cause the Writer to either display or suppress a carriage return symbol each place in your text where you have entered a **RETURN**. If this is set to **N**, while the symbols will not appear, the carriage return is still present; it just shows up as a space.

SCREEN COLORS: These options allow you to change the color of the background and/or text displayed by the Writer on a color monitor or TV. You will see the various color combinations on the screen as you cycle through them.

2. Listing Files and Passwords

To see a listing of the files on your data disk, along with their passwords, select option 2 from the Utility Program menu and follow the directions.

3. Define Printer Commands

This option allows you to define up to 16 printer commands that can be placed in your text while you are writing. You provide a name, or LABEL, of up to five characters for each, and then define the contents of the command. The default name for each command is the corresponding letter used to call up the command (A-P) surrounded by dashes. You can erase these names and type in your own names that will remind you of what these commands do. When using the Writer, you will use the CTRL P command to place a marker containing the name of the command into your text; when the text is printed the Writer will replace the marker with the contents, or definition, of that command and send this to the printer. Each command can be defined as a string of up to 10 characters. A character may be entered as a letter, number or symbol you can type from the keyboard, as a control character (which will show up as an inverse character), or as an ASCII value, which is entered as a number from 0 to 255 between open and closed parentheses. Note that some characters, such as the SPACEBAR, cannot be entered directly; use the appropriate ASCII values for these keys. See Appendix A for a discussion of ASCII codes.

Press RETURN to move to the next label or definition. To redefine a command, simply press RETURN until the

cursor goes to the command you want to change, and then use the delete key to erase characters you no longer want and then type in new characters. A beep will alert you if you try to type a character that is inappropriate in a command (such as an ASCII value greater than 255).

Note that the first two commands are reserved for "underline on" and "underline off" commands.

4. Printer Startup Command

If your printer requires a special command to start printing, or if you want to send a special format command at the start of each printing to change the font or some other feature used, enter that command here. The definition and use of this command is just like the definition and use of the printer format commands described above except that the printer startup command will be automatically sent to the printer each time you print something.

5. Setup for RS-232 Interface

If you are using a printer connected to the RS-232 Interface — rather than the standard Commodore serial bus connector — you may need to change certain values that the Commodore uses to control the printer. See your printer manual for the proper settings.

Quit

This option will quit the Utility and restart the Bank Street Writer.

41

APPENDIX A.
Printer Format Codes

The process of sending special format instructions to
your printer, using the CTRL P command described in the
manual, is quite simple. You need only decide what the
proper "command" (usually a set of two or three charac-
ters) is to send to the printer to enable the special func-
tion, and type that set of characters into your command
definition (see the Utility Program Section for how to do
this). Then insert the command name marker in the
appropriate place in your text while you are writing.
This way you can send a command to turn on, say, italics
at the start of a paragraph; you can then send a com-
mand to turn off italics at the end of the paragraph. (You
will generally find that it is best to put commands for
font changes on a line by themselves, as some printers
can get confused when issued such an instruction in the
middle of a line of text.)

However, while it is easy to insert these commands
in a Writer file, sometimes determining the proper com-
mand to use is not so easy. This is due to the fact that
some printers use "ASCII" codes, and that different
printer manuals treat the subject of "ASCII" codes in
different ways, generally assuming that you understand
these commands and the terminology used to implement
them. To solve this problem, the Writer allows you to
enter printer commands in two ways.

What's an ASCII code? Every character that you can type from the keyboard (and others that you can't type) has an ASCII code, which is simply a three digit number, between 0 and 255, by which the computer keeps track of the character. So inside the computer, an A is not an A, it's a 65, and so on. (Don't ask why an A isn't a 1 — that's a different story.)

■ If your printer manual tells you that the command for a certain function is a character or set of characters that you can type on your keyboard — be they letters, numbers, or letters that are entered while holding down the CTRL key — just type them into a command definition in the Utility Program.

■ If, however, your printer's manual gives you the commands for special printer functions as ASCII codes, you can also enter these codes directly, but you must indicate to the Writer that you are typing ASCII codes. To do this, simply enter the (up to) three digit ASCII code enclosed between left and right parentheses. Thus an ASCII 123 is entered as (123), an ASCII 6 would be (6). The Writer will interpret these ASCII codes and send the appropriate command to the printer.

You probably won't have any trouble with this, but it can be confusing, especially if your printer uses numbers in its commands, in which case you will be typing in actual numbers instead of (or in addition to) ASCII codes. The printer's manual should be clear about which is which, but if in doubt you can try numbers as both ASCII and regular numbers. Note that another way some printer manuals list ASCII codes is with a CHR$ (nnn), which is the way the BASIC programming language handles ASCII codes. In such a case, the nnn is the ASCII code to be entered, as (nnn).

For instance, if the command listed in your printer manual is, say, a CTRL-P, simply hold down the CTRL key while typing P (the letter P will appear in inverse, indicating a control character). If the listed command is an ESCAPE/M/ASCII 22, you should type a (27) — the ASCII value for an ESCAPE — followed by the letter M, followed by (22). If the manual is confusing, a little experimentation will probably get the result you want.

44

Index/Glossary

45

Draft, 30   An initial version of what you have written. After you have written a draft, you may want to read it over, edit, and rewrite parts before you finalize it.

Edit: Making corrections and improvements to your document.

Erase, 18   A function that erases a specific word, phrase, or series of lines from your document.

⬅ **:**   Refers to the ⬅ key on your keyboard. ⬅ turns on and off the keyboard for writing and the menu for selecting a function. It also stops an operation without completing it.

**File/
File Name/
Text File:**   These three phrases are all different ways to refer to the name of a specific document.

Find, 21   A function that finds a set of characters in your document.

Floppy Disk: Same as disk.

Header, 29   A word or group of words that appear at the top of each page of a document.

Highlight: A reverse contrast in which dark letters appear on a light background.

Load: The process of transferring a document or a program from a disk into the computer's memory.

Lowercase: Small letters as opposed to capitals.

Menu: A screen display of a series of options, such as the menu of editing functions.

Move, 19   A function that moves a word, phrase, or series of lines from one location in your document to another.

Moveback, 20   A function that returns to its original location a portion of text that you have moved.

**Other
Menu, 22**   Highlighting OTHER on the main function menu and then pressing RETURN gets you into the various disk file operations.

**Page Break,
30, 34**   Where the last line of a printed page occurs.

Prep, 26   The process of making a floppy disk compatible with your computer. If you PREPARE a disk, you erase all the contents of that disk.

Print-Draft, 30   An option to print a draft of a document so that the printed version will appear on paper just as it does on your screen, i.e., with no more than 38 characters per line.

**Print-Final,
27**   A function to make a printed copy of a document; allows you to determine how it will look on the printed page by setting

the number of characters per line, the spacing between lines, and so on.

Prompt: A message or question to you from the computer. Prompts appear on the screen and give you instructions on how to proceed.

Rename, 27 A function that changes the name of a document on a disk.

Replace, 22 A function that substitutes one set of characters in your document for new characters you specify.

Restore, 30 The RESTORE key on your keyboard, activated by holding down the RUN/STOP key while tapping RESTORE. This may be used to "recover" if your printer stops because you tried to print or save with no printer or disk drive available.

Retrieve, 25 A function that loads a particular document from a disk into the computer.

Return: The RETURN key on your keyboard. RETURN while writing moves the cursor down one line. When the function menu appears in the prompt area, the RETURN key activates a highlighted function or allows you to respond to a prompt.

Save, 23 A function that transfers and stores a copy of a document or part of a document from the computer to your disk. Always SAVE before QUITting or CLEARing or before turning off your computer.

Shift, 13 The SHIFT key on the keyboard accesses the upper symbols on those keys that have two different symbols, such as $, ?, #.

Shift Lock Key, 13 The SHIFT LOCK key "locks" the keys on the keyboard into upper case, as if the SHIFT key were pressed.

Text File: See FILE

Tutorial, 9 A program on the Bank Street Writer disk that assists you in learning to use the program.

Unerase, 19 A function that reinstates into your document a portion of text that you have erased.

Uppercase, 13 Capital letters as opposed to small letters accessed by pressing SHIFT and the letter you want to capitalize.

Utility, 37 A program on the Bank Street Writer disk that allows you to change the way the Writer communicates with printers or disk drives, to see a listing of file names with passwords, and to define printer format commands.