

QUICK INSTALLATION GUIDE FOR THE BLUE CHIP WORDPROCESSING SOFTWARE

For your Commodore computer to work correctly with the Blue Chip Printer it must be set up (installed) correctly. Please carefully read your computer and printer owner's manual before proceeding.

Properly connect your system components, and "power-on" your equipment.

Your next step is to install the Blue Chip Wordprocessor. Put your diskette into the disk drive with the label facing up, and the notch to the left. Close the disk drive door.

With the "Ready" prompt displayed type:

LOAD "", 8 Press <Return>

When the flashing cursor reappears type:

RUN Press <Return>

PRINTING A FILE

There are several electronic files already included on your Wordprocessing diskette. These files contain valuable information about using your wordprocessor, computer, and printer. You can check the directory of your diskette to see a list of these files:

PRESS <FCN>

TYPE: Ø Press <Return>

Three particularly useful files are HELP, SAMPLE 1, SAMPLE 2, and EDITING.

To "see" any one of these files at a time, you'll need to use the **RECALL** command.

PRESS <SHIFT> <CLR/HOME>

TYPE: R (The letter "R" is used to represent "Recall".)

TYPE: (Name of file) Press <Return>

The next step will be to print out the file you've just "Recalled." Start by making sure your printer has paper inserted, and is "On-Line."

PRESS: <FCN>

Type: O (The letter "O" is used to represent "Output")

Type: P (The letter "P" is used to represent "Print".)

Your Wordprocessor will pause between pages. After you've replaced the paper in your printer, and you're ready to resume printing:

Type: C (The letter "C" is used to represent "Continue".)

We suggest that you "print-out" the four files entitled:

HELP - A quick reference chart for all the word processing commands.

SAMPLE 1 & 2 - A brief description of the format commands.

EDITING - Will give you experience using editing commands.

If you'd like an even more complete and annotated manual, send \$24.95 in check, cash, or money order to:

BLUE CHIP ELECTRONICS, INC.
Two West Alameda Drive
Tempe, AZ 85282

Please allow 10 days for shipping and handling.

COMMAND REFERENCE CHART

General Commands

| | |
|---------------------------------------|--------------------------------------|
| Disk Mode: <FCN> | Soft Return: <SHIFT> <RETURN> |
| Insert Mode: <f3> | Tab Stop (Numeric): <FCN> n |
| File Mode: <SHIFT> <CLR/HOME> | Tab Stop (Reg): <SHIFT> <ARROW LEFT> |
| Forced Space: <SHIFT> <SPACE BAR> | Top of File: Press <CLR/HOME> twice |
| Line Delete: <FCN> <INST/DEL> | Output Mode: <FCN> o |
| Line Insert: <FCN> <SHIFT> <INST/DEL> | Shift Mode: <f5> |

Function Commands

| | |
|--------------------------------|-----------------------------|
| Append Text: <FCN> a | Paragraph Split: <FCN> p s |
| Bold On: <FCN> 8 | Paragraph Concat: <FCN> p c |
| Bold Off: <FCN> 9 | Range Set: <FCN> r |
| Delete Sentence: <FCN> d s | Range Copy: <FCN> c |
| Delete Word: <FCN> d w | Range Erase: <FCN> e r |
| Erase All: <FCN> e a | Range Transfer: <FCN> t |
| Erase (to) End: <FCN> e e | Restart: <FCN> <SHIFT> R |
| Exit to BASIC: <FCN> <SHIFT> B | Search & Replace: <FCN> @ |
| Extra Text Area: <FCN> x | Subscript: <FCN> 6 |
| Find: <FCN> f | Superscript: <FCN> 4 |
| Hunt: <FCN> h | Underline On: <FCN> ; |
| Hunt (Global): <FCN> <SHIFT> H | Underline Off: <FCN> ; |
| Initialize: <FCN> . i | Variable Block: <FCN> b |
| Insert Variables: <FCN> i | Word Count: <FCN> # |
| Jump: <FCN> j | |

Format Commands

| | | | |
|--------------------------------|---------------------------|--|--|
| Format Checkmark: <SHIFT> <f1> | | | |
| Centering On: cn1 | Next File: nx: | | |
| Centering Off: cn0 | Page Length: pg# | | |
| Comment Line: cm: | Paper Length: pp# | | |
| Form Advance: fa# | Page Number: <> | | |
| Footer: ft# | (within Header or Footer) | | |
| Finish Page: fp# | Page Number Set: p# | | |
| Header: hd# | Pitch: pt# | | |
| Justification On: ju1 | Right Alignment On: ra1 | | |
| Justification Off: ju0 | Right Alignment Off: ra0 | | |
| Left Margin: lm# | Right Margin: rm# | | |
| Line Advance: ln# | Spacing of Lines: sp# | | |
| Margin Release: ma# | Vertical Position: vp# | | |

Output Commands

| |
|--------------------------------------|
| Output (Local): <FCN> o p |
| Output From Selected Page: <FCN> o f |
| Output Global: <FCN> o g |
| Output List Data: <FCN> o l |
| Output Multiple Copies: <FCN> o n |
| Output to Video: <f7> or <FCN> o v |
| Output to Disk: <FCN> o d |
| Change Video Mode: <FCN> o 4 or 8 |

USER HINTS

- Always make the first line in a text file a Comment Line specifying the file name. You can then use this Comment Line to STORE & REPLACE the file via the Screen Read method if you make editing changes later.
- If an unwanted prompt appears in the Status Line Area, simply pressing <FCN> will return *the Blue Chip Wordprocessor* to the Edit Mode. Watch your Status Line indicators.
- 80 and 120 column Edit Mode options are most useful for creating tables, charts, and/or columns of information. For creating text in standard paragraph form, 40 column Edit Mode is recommended because all the text is visible on-screen without horizontal scrolling.
- When previewing letters and most other documents, the 80 character print-to-screen option is recommended since the entire width of the printed document is visible on the screen at one time. This is an "output" option accessed by pressing 8 (for "80") while in Output Mode.
- Frequently used paragraphs, sentences or phrases can be stored on disk and then recalled into text with the Insert File function.
- When creating a new document, you can save time by reusing portions of an existing document. You will probably be able to reuse many format commands and portions of the text as well. It is usually easier to delete portions of the document than to enter new text. Be sure to store the new document under its own (different) file name! This procedure is particularly useful for memos and other common types of documents.

USER HINTS

(continued)

- To make the most efficient use of screen lines while entering text, you can follow format command lines with ";" (semi-colon) and start the text on the same line.
- When editing linked files, the next file specified in the "nx:" command can be automatically recalled by pressing <SHIFT> <CLR/HOME> r <CLR/HOME> <RETURN>.
- To search for items that contain "control" characters such as boldface, underlining, forced spaces, etc., insert two blank lines at the top of text and enter the search item on this line. "Home" the cursor and access the Search function. When *the Blue Chip Wordprocessor* asks for the search string, press <ARROW UP> and the search item will be placed on the Status Line.
- To abort any printing operation, press <ARROW LEFT> <RUN/STOP>. Due to the design of the computer system itself, it is sometimes necessary to press these keystrokes two or more times, in order to abort printing.
- Use only the best diskettes, label them clearly, and handle your diskettes with care. Protect your information and **BACK UP YOUR DISKETTES OFTEN!**