

USER'S GUIDE

PROFESSIONAL SOFTWARE, INC.

*Simply the Best
Word Processor with
Built-in Spell Checking
for your Commodore 64/128
or Atari Computer*

FLEET SYSTEM 2™



Over 100,000 Word Processors in Use Worldwide.

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PROFESSIONAL SOFTWARE, INC.

Fleet System 2
User's Guide

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A Product of Visiontronics Ltd.
Designed by Jacques Lebrun

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Section 1
INTRODUCTION

WELCOME!

Congratulations... You made a wise decision in selecting Fleet System 2 as you embark into the world of electronic word processing.

Fleet System 2 is the result of two years of research and experimentation. It is a very powerful software program that allows the user to utilize many versatile word processing features easily. Fleet System 2 puts at your disposal the four main functions of word processing - writing, revising, spell checking and printing - each with a minimum amount of effort.

You will discover the tremendous power of your computer and of the Fleet System 2 word processing system as you read this User's Guide.

OVERVIEW OF EQUIPMENT

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

1. The Fleet System 2 program itself, on a diskette;
2. A Commodore 64, 128 or Atari 800XL/130XE computer;
3. A Commodore 1541, 1571 or Atari 1050 disk drive;
4. A Printer (Dot Matrix or Letter Quality), with any necessary interface, that matches the output of your computer.

NOTE: The Commodore 128 is designed to use an RGB color monitor, however, with a special video cable it can be used with a standard composite monitor to get black and white text. To do this you must construct (or buy) the cable shown below:

RGB Connector on 128

Pin #1

Pin #7

Video In Connector on Composite Monitor

Ground

Video In

NOTE: If you are using an Atari computer, please refer to the APPENDIX section of this manual.

THE Fleet System 2 SYSTEM DISKETTE

The Fleet System 2 System Diskette contains a program that will perform both word processing and spell checking. As we proceed through the exercises in this manual, certain information on this diskette will be used. It is important to note that the "top side" of the Fleet System 2 System Diskette is "Copy Protected". This means that a backup or duplicate copy of this diskette cannot be made. However, we do allow all purchasers of the Fleet System 2 program to obtain a backup security copy for a nominal fee. (Reference your "License Agreement" form attached to this manual for complete details.)

Whether you decide to purchase a backup copy or not, please take extreme care when handling your Fleet System 2 System Diskette. Be sure not to touch the surface of the diskette itself (within its protective jacket). Do not allow it to come near any magnetic source, including electrical machinery. Do not subject the disk to extreme temperatures. Never place any objects on top of the System Diskette.

THE COMMODORE 64 COMPUTER

The Commodore 64 is the "brain" of your system. Its function is to understand and send the Fleet System 2 instructions you give it. The keyboard, like the keyboard on a typical typewriter, is your means of talking to the computer. It accepts capital and lower case letters, figures and symbols just like an ordinary typewriter (and even accented letters for foreign languages if you need them). It also permits you to send commands to peripheral equipment for the sake of performing certain Fleet System 2 functions.

Your screen display will allow you to see 22 lines of text vertically at any one time. Of course, you can easily scroll the text to see your entire document. This can be done by simply scrolling vertically or horizontally. As we will see later, horizontal scrolling is beneficial for you in working with 80-character lines or 120-character lines in the Edit Mode. Vertical and horizontal scrolling is also available when you print text on the screen using the "preview" feature.

THE DISK DRIVE

The 1541 (or compatible) disk drive permits you to "load" your Fleet System 2 program and record information on 5-1/4 inch floppy disks.

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

Each floppy disk has a capacity to hold about 120 pages of text.

The 1541 is an "intelligent" disk drive. This means that it contains its own computer. It can be working on one job while your computer is doing something else.

Other disk drives may also be used with your Commodore 64 and Fleet System 2, such as the Commodore 2031 and the Commodore 4040 dual disk drive - provided that you use an appropriate interface.

THE PRINTER

Fleet System 2 is primarily designed for use with "parallel" printers or Commodore printers which connect to the Serial Bus on your 64. Fleet System 2 already has all the necessary data for operating any of the printers on the list that appears when you access the "setup" program but will also work with many other ASCII type parallel printers.

If you are using a parallel printer, it is likely that an interface is required. Also, Fleet System 2 requires that this interface always be set to "transparent mode." This means that the interface will not modify any information sent to the printer from Fleet System 2. As there may be different methods to place your interface to transparent mode, check your interface manual or contact your dealer or interface manufacturer. With Fleet System 2 it is possible to connect your parallel printer to the User Port using a special cable. For specific information on how the cable must be set up, reference the Appendix at the end of this manual.

Fleet System 2 does not directly support any RS232 type printers unless it is connected to the Serial Bus using an interface.

WOULD YOU LIKE TO SEE Fleet System 2 AT WORK?

By "configuring" ("setting up") the Fleet System 2 program and then following the few simple instructions in this section you can see Fleet System 2 in action even before you read the rest of this User's Guide. Just press or type the keys (whichever is requested) that are **boldfaced** and you will be able to operate Fleet System 2 and print a short document.

Be sure that all your equipment (Commodore 64/128, monitor, disk drive, printer) is connected with the appropriate cables. Then, turn **on** each unit.

Place the Fleet System 2 System Diskette gently into the disk drive (drive 0 if you have a dual drive) with the label up and the notch to the left. Close the door gently.

Setting up the Fleet System 2 Program

Prior to actually using Fleet System 2 you need to provide the program with certain information concerning both the printer and the colors for the screen display that you desire.

This is done with a special "setup" program. Once you have entered this information it will automatically be used each time that you use your Fleet System 2 program. In other words, you will need to use the "setup" program only

the first time that you wish to use Fleet System 2 or if you wish to ever change the settings.

At this point the "Ready" message should be displayed on your screen. To access the "setup" program, TYPE the following:

load "setup",8 and then PRESS **<RETURN>**

When the flashing cursor returns, TYPE **run** and then PRESS **<RETURN>**

In a moment a list of printers will appear on your screen. Simply PRESS the letter corresponding to your printer model.

Now you will be prompted for the printer device number. The number to enter is normally 4. To enter "4" (since 4 is already displayed) simply PRESS **<RETURN>**. (To enter any other number, type the number and press **<RETURN>**.)

The next step is to enter a "secondary address" for the printer. As indicated, the number "0" is appropriate for CBM printers, and "5" is for ASCII type printers. (If you are using a CardCo™ brand interface, set the secondary address to 5, which will set the interface to transparent mode.) TYPE the appropriate number and PRESS **<RETURN>**.

The Auto Line Feed prompt which now appears needs to be answered "y" or "n" depending on whether your printer (as currently set) generates a "line feed" automatically at the end of each printed line, when a carriage return is executed. Check your printer manual if you are in doubt. (If you find later on

that your printer is not advancing the paper, or if double line spacing is being generated unexpectedly, this will tell you that the current setting is wrong.)

The next prompt displayed is **Printer connected to user port?** Usually, your printer and/or interface is connected to the Serial Bus on the Commodore 64, so TYPE **n** and PRESS **<RETURN>**. Only if you have your printer connected to the User Port with a special parallel printer cable, should you TYPE **y <RETURN>**. If you are unsure regarding the location of the Serial Bus or User Port, please consult your Commodore 64 User Manual.

The last set of options allows you to select the colors for your screen display. PRESS the appropriate keys **<f1>**, **<f3>** and **<f5>** repeatedly until you obtain the "look" that you want. (To cycle the **<f1>**, **<f3>** or **<f5>** sequence in the reverse direction, use **<SHIFT> <f1>**, **<SHIFT> <f3>** or **<SHIFT> <f5>** respectively.)

When you are satisfied with the screen display, PRESS the **<f7>** key. This will exit you from the "setup" program to the **Ready** prompt.

NOTE: If you have a CardCo™ interface, you must type the following before loading Fleet System 2: **open4,4,25:print#4** and press **<RETURN>**.

Now that the "setup" procedure has been performed, you can "load" the Fleet System 2 program. With the "Ready" prompt displayed, TYPE the following:

load"fs",8

Then PRESS the <RETURN> key. When the flashing cursor reappears, TYPE **run** then PRESS <RETURN>. The loading process takes about a minute.

When the loading is complete, PRESS the letter **a** in response to the column selection prompt in order to select a 40 column display. At this point the program is loaded and you are ready to enter text.

Printing examples of text

TYPE your name on the first line of the screen. Check that there is paper in your printer and that the printer is connected and powered on. On the right-hand side of the keyboard PRESS the key marked <f1>

PRESS the letter **o** and then the letter **p** Your name will be printed on the paper!

Again PRESS the key marked <f1> Consecutively, PRESS the number **0** and then PRESS <RETURN> A list of the Fleet System 2 files on your System Diskette will appear.

Hold down together the keys marked <SHIFT> and <CLR/HOME>

Release those keys and then PRESS the letter **r**

TYPE in the name exactly as shown: **editing**

Then, PRESS <RETURN>

After a brief delay, the file named "editing" will be displayed on the video screen.

Please check once again to be sure that there is a fresh sheet of paper in your printer. Now once again PRESS <f1> **op**. This will cause the first page of the file named "editing" to be printed out.

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

After finishing the printout, please remove the Fleet System 2 System Diskette from the disk drive and then turn off each piece of equipment.

Please hold on to the text (called "editing") that you have just printed. We will be using it very shortly with Section 3 of this manual called "Edit Mode". As you can see Fleet System 2 is simple and fast to use. This User's Guide will teach you all its interesting and powerful features.

USER CONVENTIONS AND IMPORTANT KEYS

Before proceeding with the tutorial examples offered in this manual, we want to explain the terminology (known as User Conventions) that will be used in this manual. If you are using the Commodore 128, you must use the cursor and number keys located on the main keyboard.

Please carefully study the following:

TYPE The word "TYPE", followed by boldface print, is used to designate keystrokes that you will make, causing characters to appear on your video screen.

PRESS The word "PRESS" is used in situations such as selecting an option, where no character will appear on your screen after the key or keys are pressed.

<FCN> Two separate keys on your keyboard serve as the <FCN> "Function" key. These are the key marked "RUN/STOP" on the left side and the key marked "f1" at the top right.

Pressing either <FCN> key causes you to enter, or exit from, "Function Mode". Function Mode is used to access many special editing features used in Fleet System 2.

<f3> This key (located on the right-hand side of the keyboard) when pressed, enters you into the continuous "Insert" mode. You can then type text without overwriting other text to the right of the cursor. Pressing this key again will exit you from this mode.

<f5> When pressed, this key puts you into the "Shift" mode. This mode allows you to produce capitalized text without using the <SHIFT> key. Pressing this key again will exit you from the Shift mode.

<f7> This key allows you to "Preview" a document present in computer memory by "printing" it on your video screen. In other words, you can see exactly what your document will look like when printed before you ever perform a printout on your printer.

<SHIFT> This tells you to press and hold the key marked "SHIFT" while you press one or more other keys. Pressing the "SHIFT" key alone has no

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

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

Here are a few examples of how the user conventions should be understood:

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

Example 2: PRESS **<FCN>** **<SHIFT>** **h** tells you to press and release the key marked "f1" and then press and hold the key marked "SHIFT" while you press the letter "h" key once.

* * * * *

Section 2

GETTING READY TO USE FLEET SYSTEM 2

This section will show you:

- how to turn on and off the equipment
- how to put Fleet System 2 into operation
- how the Fleet System 2 "Status Line" will serve you

TURNING ON THE EQUIPMENT

To make use of the Fleet System 2 system you will need to ensure that your four units are properly connected with suitable cables. As described in the previous section, the four units are:

- the Commodore 64 computer
- a Television Set or Video Monitor
- a Disk Drive
- a Printer

NOTE: If you are using the Atari computer, please refer to the APPENDIX of this manual.

As you read these paragraphs, follow each instruction immediately to check that everything is responding normally.

At this time, please turn on the Commodore 64 computer using its power switch on the right-hand side next to the power cord. Also, turn on your TV set or monitor.

After a few seconds of warm-up the screen should clear and the following message should appear:

```
**** COMMODORE 64 BASIC V2 ****
64K RAM SYSTEM 38911 BASIC BYTES FREE
READY
[]
```

If the screen does not clear or if the above message does not appear, turn off the computer power switch and after 5 seconds turn it on again. If you still do not have the above message ask your Commodore dealer for help.

Here is a brief explanation of this initial message:

****** COMMODORE 64 BASIC V2 ****** tells you that your computer is ready to receive your instructions, provided that they are in the BASIC language. We are going to use a few BASIC instructions to "load" your Fleet System 2 word processing

software. Once Fleet System 2 is in operation it lays aside the BASIC language of the computer and lets you use a much simpler set of instructions to create and revise documents.

38911 BASIC BYTES FREE reminds you that the Commodore 64 puts 38,911 bytes of memory at your disposal, in BASIC mode. Fleet System 2 needs some memory for the operation of the program itself and leaves you about 24,000 bytes (characters) of temporary storage for the text you create.

READY (With a flashing cursor below the "R" of Ready) tells you that the computer is ready to accept instructions in the BASIC language.

Before turning on the power to your disk drive unit, BE ABSOLUTELY SURE THAT THERE IS NO DISKETTE IN IT. Open the door gently to check. Turning on or off the power with a diskette in the unit could erase or damage the information on the diskette.

The switch on the disk drive unit is on the back. Please turn it on. The two pilot lights on the front of the unit should come on and after a few seconds the red light should go off.

If the red light remains on, turn off the disk drive unit. Then wait 15 seconds and turn it on again. If you have the same trouble again consult your Commodore dealer.

Now, please turn on your printer. Since there is a very large choice of printers available we cannot cover all of them in detail. We suggest that you consult the manual that came with your own printer if any problems seem to occur upon turning the printer on, or consult your dealer for assistance.

TURNING OFF THE EQUIPMENT

Now, all four pieces of equipment should be turned on. To show you the proper manner or order of turning your equipment off, we ask you first to be sure that no diskette has been left in the disk drive. If there is one there, remove it immediately and place it in its envelope.

With no diskettes in the disk drive, please turn off the switches in this order: printer, disk unit, screen-display and finally the computer.

NOTE: Even if you are not using or do not intend to use the printer, keep it connected and turned on. If it is left connected and not powered on, it can hinder or even prevent the operation of the disk drive unit.

Since you now know the order of turning off the four pieces of equipment, proceed in reverse order (computer, monitor, disk drive and printer) to turn on the equipment again. This will prepare you for the moment you have been waiting for: operating the Fleet System 2 word processor to meet your needs!

LOADING Fleet System 2 INTO YOUR COMPUTER SYSTEM

With your screen displaying "READY" and the cursor flashing regularly, ensure the disk unit and the printer are connected according to their manufacturers' instructions and the disk drive is turned on. Assuming that you have already performed the "setup" procedure described in Section 1, you may now call in or "load" the Fleet System 2 word processor by following these steps:

Step 1: Insert the Fleet System 2 System Diskette and then TYPE **load"fs",8** and then PRESS **<RETURN>**

NOTE: The command **load"**,8** followed by **<RETURN>** may also be used, with one very important exception. If you have just exited to BASIC after using either the "setup" program or any other software program besides Fleet System 2, you must enter "fs" and not "**".

Step 2: When the word "READY" appears on the screen again, TYPE **run** and PRESS **<RETURN>**. The loading process takes about a minute.

Step 3: When the column selection prompt appears you must decide whether you want to edit your text in 40, 80 or 120 character lines. This choice has no effect on the final print-out -- it is just to make editing

easier (On the Commodore 128 you can select 80 or 120 column mode.) If you are going to be working with standard paragraphs of text as in a letter, then 40 will be the better choice because it lets you see all the text on the screen with no horizontal scrolling. If you are going to be doing tabular work, the 80 or 120 character line will be to your advantage to help you line up columns across the page. For this exercise please choose 40 columns by pressing the letter **a**.

Whether you are working in the 40, 80 or 120 character mode, the files that you create and store on the diskette are identical. You could create text in one mode, store it on the diskette, restart the Fleet System 2 program and recall the text in another mode. Please note that storing your text on the diskette before you change modes is necessary, because restarting Fleet System 2 erases everything from the memory of the computer.

Do not be disturbed by the fact that the words are randomly divided at the ends of the lines. This is normal in the Fleet System 2 Edit Mode. When you call for an output to the screen or to the printer, Fleet System 2 will automatically break the lines at the right places, and will justify the text as well if you so desire.

COMPUTER MEMORY AND PERMANENT STORAGE

As soon as Fleet System 2 is "loaded" in your computer, you have the equivalent of "blank paper" to write on. When you type a character at the keyboard, the character is typed onto this "paper" and you see the character on your video screen.

However, the computer's memory is for temporary storage of text only. When you switch off power to your computer, any text in the computer is erased. This is why a separate unit is needed for permanent storage of text. When you wish to preserve text in computer memory, you transfer that text into your disk drive, which can be thought of as a sort of file cabinet.

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

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

the disk drive becomes the equivalent of a file cabinet in which text files are stored.

THE MAIN TEXT AND EXTRA TEXT AREAS

Before we go any further we should briefly mention that Fleet System 2 divides the available memory of the computer into two parts: the Main Text area and the Extra Text area. The Main Text area, which is the larger of the two, normally holds your working text. The Extra Text area lets you perform certain extra operations on the side without disturbing the Main Text.

When you choose to edit with 40 character lines there are around 400 screen-lines available in the Main Text area and around 140 in the Extra Text area. When you choose 80 character lines you have around 200 screen-lines available in Main Text and around 70 available in Extra Text. When you select 120 character lines you have around 130 screen-lines available in Main Text and around 45 in Extra Text. Do not be concerned with totally understanding how the text areas work at this time. A complete explanation is offered when we work with them in-depth later in the manual. Now, let's talk about our current screen-display and the Fleet System 2 "Status Line".

THE Fleet System 2 STATUS LINE

The separate area at the top of your screen will always be displayed. It keeps you posted on the "status" of your system. Thus, it is called the Fleet System 2 Status Line Area.

The top screen line sometimes provides you with information, and sometimes asks you for information. The message present in the first line most of the time is "Fleet System 2 : at your service". This message assures you that all is normal and that the system is ready to do whatever you request, whether to accept a single character of the alphabet from the keyboard and place it on the screen, or to transfer a paragraph from one place to another, or any other task.

The second screen line is the Status Line itself. The left-hand half of the Status Line could be compared to a set of pilot lights on the dashboard of an automobile. These letters represent the various operating modes which are used to create and revise documents. Each letter lights up to inform you which operating mode you are currently in. For example, PRESS the <FCN> key (the key on the right labeled "f1") and notice the letter F light up. This serves as an indicator to tell you that you are in the "FUNCTION" mode. PRESS the <FCN> key again to exit from the "FUNCTION" Mode and notice how the "F" indicator light goes out. The following is a quick summary of what each operating mode means:

- X** : Extra Text indicator. When lit, it says that you are in the Extra Text area of Fleet System 2. When this indicator is not lit, you know that the Main Text area is displayed on the screen.
- F** : Function Mode indicator. You enter the "FUNCTION Mode" by pressing either the "f1" key or the <RUN/STOP> key - which in this guide we are calling <FCN>. The "FUNCTION Mode" is described in Section 4 of this guide. You can exit from the "FUNCTION" mode by pressing <FCN> ("f1" or "RUN/STOP") a second time.
- I** : Insert Mode indicator. This mode permits you to insert new text continuously from the keyboard, within text already on the screen. You can enter or exit from this mode by pressing <f3>.
- S** : Shift Mode indicator. In this mode all the letter keys print capitals without the use of the <SHIFT> key, while all other keys remain normal. To enter or exit this mode you press the <f5> key.
- N** : Numeric Mode indicator. This feature permits you to align figures in columns without effort. You enter this mode by placing the cursor under a Numeric Tab. You will find a complete explanation of the Numeric Mode in Section 4.

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

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

Now you are ready for your voyage into "Word Processing". With the experience and practice you will receive with Fleet System 2, you now have a multi-featured word processor at your fingertips.

* * * * *

Section 3

THE FLEET SYSTEM 2 EDIT MODE

This guide encourages you to get as much "hands-on" experience as possible. But before you start the section on editing you will need some information on handling files so that you can "Recall" (call up) the accompanying sample text files already recorded on the System Diskette for your use with this manual.

WHAT IS ON THE SYSTEM DISKETTE?

Fleet System 2 itself can answer that question for you. Do you remember the <FCN> keys? The key marked "f1" is one of them, and the key marked "RUN/STOP" is the other. With the <FCN> key you can display a "Directory" of the files on the Fleet System 2 System Diskette. Try the following sequence.

Step 1: PRESS the <FCN> key. This will highlight the "F" indicator on the Status Line.

Step 2: PRESS the number 0 (for the drive number). The prompt **Directory # 0 ?** will appear.

Step 3: Then, PRESS <RETURN> to confirm the command.

The disk drive will begin to turn and after a few seconds the following lines will appear on the screen:

```
On drive # 0:Fleet System 2
      (Several file names)
Blocks free = (some number)
```

The first line tells you the name of the diskette. Regardless of how many programs or files may be present on the diskette, the name of the diskette remains the same.

After a blank line follow the names of all the files that have been stored on the disk.

The last line shows the number of blocks (of empty space) still available on the diskette. A block represents about 6 lines of text in the 40 column mode or 3 lines of text in the 80 column mode, or 2 lines in the 120 column mode.

To work with this section of the Fleet System 2 manual, you will need to call up the text file bearing the name "editing", which appears in the Directory of text files on the diskette in drive 0. To call up this file ("editing"), first do the following:

PRESS <SHIFT> <CLR/HOME>

At the top left of the screen you should see: **"Recall, Store or Insert"**.

Calling up text from the diskette and putting it into the computer memory is known as "recalling" the text. PRESS the letter **r** to show that you have chosen the option to Recall. Only the word "Recall" should now remain on the Status Line. You must next tell Fleet System 2 which file you want to recall. Please TYPE the word **editing** and check it against the name as it appears in the Directory displayed on the screen. Is it identical? If so, you may continue. If not, you can use the <INST/DEL> key to delete misspelled characters you may have entered.

Now PRESS <RETURN> to confirm that you want to recall a file to the screen.

Again the disk drive motor will run for a few seconds and then the screen will fill with the file called "editing".

Earlier, you printed this file now displayed on your screen. At this time, please perform the step by step procedures given in the file itself. Use your printed copy for reference, if necessary. Be sure to reference also the Keystroke Summary Chart that follows:

EDITING KEYSTROKE SUMMARY CHART

The following is a summary of the key strokes used in this section (If you are using an Atari computer, refer to the APPENDIX of this manual):

<CRSR LEFT/RIGHT> moves the **cursor horizontally** to the **right**.

<SHIFT>

<CRSR LEFT/RIGHT> moves the **cursor horizontally** to the **left**.

<CRSR UP/DOWN> moves the **cursor down**.

<SHIFT> <CRSR UP/DOWN> moves the **cursor up**.

<CLR/HOME> jumps **cursor to top left of screen**.

<CLR/HOME> twice jumps **cursor to top of file**.

<SPACEBAR> This is the long narrow shaped key located at the bottom of the keyboard. It will delete

text when pressed. However, when you are in the "Insert" mode it doesn't delete text, it just moves the text to the right.

<INST/DEL>

deletes the character to the left of the cursor.

<SHIFT> <INST/DEL>

inserts a space at the cursor, shifting following text to the right.

<FCN>

"Function" key, **enters you into the Function Mode**. There are two <FCN> keys, one labeled "f1" and the other labeled "RUN/STOP". PRESS the <FCN> key again to exit from the mode.

<f5>

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

<f3>

enters you into the "continuous insertion" mode. You can then type text without overwriting

to the right of the cursor. Press this key again to exit from the mode.

<RETURN>

prints a "left-arrow" symbol on the screen to show the end of single lines or paragraphs and erases all text to the right of the cursor on that line. It also serves to **confirm** a Fleet System 2 function.

<SHIFT> <RETURN>

moves cursor to first character of next screen line.

<SHIFT> <CLR/HOME>

enters you into the File Mode. Once in this mode, you can **recall, store or insert** text files.

<FCN> <INST/DEL>

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

<FCN> <SHIFT>

<INST/DEL>

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

<FCN> j 34 <RETURN>

jumps cursor to line 34

<ARROW LEFT>

the "arrow left" key **serves as a "tab" key**. It will allow you to jump the cursor to each tab location.

<SHIFT> <ARROW LEFT>

sets a Regular tab.

<FCN> n

sets a Numeric tab, so you can right align numbers in columns.

<FCN> <ARROW LEFT>

clears a tab. It is necessary to be in the same column as the tab, before clearing the tab.

<FCN> 0 (number 0)

<RETURN>

displays a Directory of Fleet System 2 files on
disk drive #0.

<FCN> e e <RETURN>

erases text from the cursor position to the
end of text.

<FCN> e a <RETURN>

erases "all" displayed text on the screen.

Have you returned your Registration Card yet? Please be sure to do so, in order to become a Registered Owner. Please note that you may (optionally) purchase a backup System Diskette when you return the Registration Card.

* * * * *

Section 4

FUNCTION MODE COMMANDS

In this section we will investigate the various Function Mode options of the Fleet System 2 word processing program. These features allow for quick and easy manipulation of your text on screen. By accessing such features as Delete Mode, Insert Mode, Search and Replace, and Numeric Mode, you can easily tailor your document to your personal specifications.

Before we explore the many Fleet System 2 edit features, please reset the screen display to the 80 column Edit Mode. To do so, PRESS <FCN> and follow by PRESSING <SHIFT> and r simultaneously. At the prompt **Restart?** please PRESS <RETURN>. A prompt calling for the selection of desired width format will now appear. PRESS b to change from the current 40 column width to an 80 column width display.

Let's see how the 80 column format works. Your Commodore 64 computer displays only 40 columns of characters on its screen at one time. When you are typing in a line of text the cursor behaves normally until it arrives at column 36. Then the whole screen begins to scroll to the left, character by character, until you reach column 76. From 76 to 79 the cursor again moves normally to complete the line. When you put in the last character of the line (on column 80)

the cursor jumps to column 1 of the following line as the left-hand half of the text is again displayed on the screen. The Horizontal Scrolling is how Fleet System 2 lets you compose 80 character lines on a 40 character screen.

Whether you are working in the 40, 80 or 120 character mode, the files that you create and store on the diskette are identical. You could create text in one mode, store it on the diskette, restart Fleet System 2 with <FCN> <SHIFT> r, and recall the text in the other mode. Please note that storing your text on the diskette before you change modes is necessary, because restarting Fleet System 2 erases everything from the memory of the computer.

Another point: your selection of 40, 80 or 120 character mode refers to entering text in "Edit Mode" only. When you print the text, it can be any width of your choice up to 132 characters per line.

Do not be disturbed by the fact that words are randomly divided at the ends of the screen lines. This is normal in the Fleet System 2 Edit Mode. When you call for an output to the screen or to the printer, Fleet System 2 will automatically break the lines at the right places, and will justify the text as well if you so desire.

To begin utilizing the many Fleet System 2 "functions", please type the following text shown in bold face. If you make a typing error, simply use the cursor control keys to move the cursor and then overtype the error.

With Fleet System 2 it is not necessary to press <RETURN> at the end of every line. When you enter text in standard paragraph form you normally press <RETURN> only at the end of each paragraph. In this exercise, press <RETURN> only when specified.

Please be sure that the screen is clear of any text, and PRESS the <CLR/HOME> key twice to assure that the cursor is at Line 1 Column 1. Now please TYPE the following text:

Fleet System 2 has advanced capabilities that really are worth investigating. These features will certainly benefit you in your daily word processing. <RETURN> <RETURN>

When editing text, you have the choice of operating in a 40, 80, or 120 column text width. This flexibility allows you to choose the width of display which best suits your word processing application. The 40 column display allows you to easily create text in standard paragraph form. The 80 and 120 column display options are ideal when you wish to set up columns of text. <RETURN> <RETURN>

The "Preview" feature allows you to view on the screen what your document will look like in its final form before printing it. For your convenience the Preview feature has two options. The first, the 40 Column Video Mode, allows you to

display documents up to 120 columns in width because of horizontal scrolling. The 80 Column Video Mode allows you to see the entire width of a standard letter on the screen at one time. <RETURN>

<RETURN>

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

<RETURN>

Please place your cursor in the "home" position by PRESSING the <CLR/HOME> key twice. Now that these four paragraphs have been typed on the screen, we can manipulate this text using the versatile "Function Mode" of Fleet System 2.

OVERTYPING CHARACTERS

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

DELETE CHARACTER

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

INSERT CHARACTER

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

INSERT A LINE

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

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

DELETE A LINE

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

DELETE MODE**Delete a "Word"**

First, place the cursor on the "F" of the first word of the first paragraph. With the cursor on the "F" of "Fleet", we will delete this word using a different manner than used previously. PRESS <FCN>, then PRESS consecutively **d** (for delete) and **w** (for word). The word "Fleet" will be highlighted. PRESS <RETURN> to confirm the command. Within a second, the word will disappear. Let's try this feature again. PRESS <FCN>, followed by PRESSing **d**. This time we are going to delete more text, so PRESS the letter **w** twice. This will highlight both the words "System" and "2". To actually delete the words PRESS <RETURN>.

Delete a "Sentence"

Next, we will delete the rest of this sentence by PRESSING <FCN> **d** (for delete) and then **s** (for sentence). The rest of this sentence should now be highlighted. As when using the "delete word" feature, PRESSING <RETURN> is needed to confirm the deletion command.

NOTE: Once you enter the Delete Mode (by pressing <FCN> d), you can delete multiple words, multiple sentences, or a combination of the two! To delete two sentences plus three words in the following sentence in a single operation, you would press <FCN> d s s w w w <RETURN>.

INSERT MODE

At this time we would like to insert some text at the cursor location, in the middle of existing text. "Insert" Mode is ideal for this application. To enter Insert Mode, PRESS the <f3> key once. This will cause the "I" on the Status Line to light up. Now please TYPE the following:

Fleet System 2 has many features that will make text editing quite easy.

Notice that text to the right of cursor is not overwritten, but rather moved to the right to allow the insertion of text. Before exiting from Insert Mode, try using the cursor keys and the <INS/DEL> key. You will find that these keys operate normally, even though you are in Insert Mode. To exit from Insert Mode PRESS <f3> once again. (Notice that the "I" is no longer illuminated once you exit Insert Mode.)

SHIFT MODE

The next feature we'll cover is one that we explored briefly in the last section. This feature concerns the Fleet System 2 Shift Mode, which when accessed produces all capital letters without the use of the <SHIFT> key.

Place the cursor on the letter "w" of the phrase "word processing" appearing in the next sentence. PRESS the <f5> key (notice the "s" on the Status Line will highlight). Now TYPE the words **WORD PROCESSING** in the same character positions. Notice that the characters typed are in upper case. Now PRESS <f5> to exit from the Shift Mode.

"FIND" A WORD

The "Find" feature is useful for locating a word (or string of words up to 44 characters in length) located in your text. Fleet System 2 searches for occurrences of the desired word starting at the cursor position. Since we wish to begin at the top of the text, PRESS <CLR/HOME> twice to move the cursor to Column 1, Line 1. Then PRESS <FCN> **f** (for find). The prompt **Search for: ok** should appear. At this time, TYPE the word **features** since this is a word we will seek to find in our displayed text. Once the word "features" has been typed, PRESS <RETURN>.

To answer the prompt that will now appear, "Search (l/g) ?", PRESS the letter **l** for local. The term "local" instructs the system to perform a Fleet System 2 function within just the text in computer memory.

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

Fleet System 2 also allows you to perform a Global Find operation, which affects text stored on diskette. This function will be covered in Section 7.

NOTE: It is also possible to use the question mark as a "wild card" in entering text to find. If you ask Fleet System 2 to search for "t??t" the words "test", "text" etc. will all be found.

SEARCH AND REPLACE

With this function you can automatically replace any word or words up to 44 characters in length with another word or words up to 44 characters in

length. As with the Find function, a Search and Replace operation begins at the cursor position.

The text you have typed on the screen contains the word "features" in several places. For practice, let us now have Fleet System 2 search for the word "features" and replace it with the word "benefits".

As a first step,, "home" the cursor by PRESSING <CLR/HOME> twice. To activate the Search and Replace function, PRESS <FCN> @. The Status Line will show "Search for: features". Fleet System 2 remembers the last word you asked it to look for (this includes the word searched for even using the Find feature). This time you also want to look for the word "features". Since this word is already on the Status Line, all you need to do is PRESS <RETURN> to tell Fleet System 2 that this is the word we are searching for.

Fleet System 2 now asks you: "Replace with:" Please TYPE **benefits** <RETURN>. Since the text you want to correct is all in computer memory, PRESS the letter l for local, and the Search and Replace will be done only in the file currently in the computer memory. Any Search and Replace function can be stopped by PRESSING <RUN/STOP>. When the Search and Replace has been finished, the cursor will be located on the right hand side of the last line of text.

Fleet System 2 also allows you to perform a Global Search and Replace operation, which affects text files stored on diskette. This function will be covered in Section 7.

THE RANGE FUNCTION

The Range function allows you to "transfer" (move from one place to another), copy, or erase a portion of text.

Setting a Range

The first step is to define the portion of text that will be used. This is called "setting a Range". There is no limit to the number of screen lines that can be included in a Range setting.

Since our first operation will be to move the third paragraph ahead of the second paragraph, we will first set a Range to include the third paragraph.

To define this Range of lines please place the cursor somewhere on the first line of the third paragraph. PRESS **<FCN> r** (for Range). This will illuminate that line. PRESS the **<CRSR UP/DOWN>** key several times so that all the lines of the third paragraph including the blank line after this paragraph are highlighted. If you go too far down, simply cursor back up to decrease the Range setting. Then PRESS **<RETURN>** to confirm the range. (Highlighting will disappear once **<RETURN>** is pressed.)

Transferring a Range

Now that we have set a Range containing the third paragraph, place the cursor anywhere on the first line of the second paragraph. Remember, our goal is to move or "transfer" the third paragraph so that it will be displayed as the second paragraph. Now PRESS <FCN> t (for transfer), and the third paragraph will be instantly "transferred" to its new location.

NOTE: For a "transfer" operation there must be at least one blank line at the end of the Text Area, or you will get the error message "Last line not empty".

Copying a Range

The next process we will perform with a Range of text is to create duplicates or "copies". At this time place the cursor on the first line of the last paragraph. Set this paragraph in a range by PRESSING <FCN> r and use the <CRSR UP/DOWN> key to highlight the entire paragraph and the blank line that follows the paragraph, then PRESS <RETURN>.

NOTE: A copy operation will overwrite any text that exists in its path. If you wish to copy text within some existing text, be sure to create enough blank lines to accommodate it before ordering the copy operation.

Once the Range has been set, place the cursor on the first blank screen line after this last paragraph. Then PRESS <FCN> c (for copy). An identical copy of the paragraph placed in the Range will be produced. To see this function operate again, PRESS <FCN> c and another copy of the Range will be made.

NOTE: It is not possible to copy a "Range" of text from Main Text into Extra Text, or from one text file into another. For these applications, see the "Append" function and "Store part of a file" respectively.

Erasing a Range

The final function we can perform using a Range of text is to "erase" a Range of text that has been set. To erase a Range, of course, we first need to define the desired range. So place the cursor on the first line of the third paragraph on the screen. PRESS <FCN> r and increase the Range to include the entire paragraph and PRESS <RETURN> to confirm the Range.

Then PRESS <FCN> e (for erase). The word "Erase" will display on the Status Line. Since we want to erase the text in the range, PRESS r (for Range). The prompt **Erase range of lines?** will display. This is Fleet System 2's way of asking if you are absolutely sure you want to erase the Range. Since we do want to erase the Range, PRESS the <RETURN> key to confirm the command. The text set in the Range will be immediately erased from the screen.

NOTE: If you wish to exit the Range Function without performing any Range operation, press the <RETURN> key - not the <FCN> key.

PARAGRAPH SPLIT

Fleet System 2 allows you to split a paragraph into two paragraphs using one simple command. In our exercise below, we will split the second paragraph.

To do so, move the cursor to the third line of the second paragraph, and place it on the first blank space following the sentence which ends **...two options.**

Now PRESS <FCN> **p**, and instantly the prompt **Paragraph Split or Concat?** will appear. To split this paragraph PRESS **s**. Automatically the text to the right of the cursor will be shifted downwards and will be turned into a paragraph of its own.

PARAGRAPH CONCAT

Fleet System 2 can join two paragraphs to form a single paragraph using the Paragraph Concatenation function. To see this in operation, please place the cursor on the first character after the Return Marker on the line which ends with

...two options. Then, PRESS **<FCN> p** followed by **c**, for concat. The two paragraphs will quickly be joined into one.

ERASING THE END OF A PORTION OF TEXT

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

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

ERASING ALL TEXT FROM THE SCREEN

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

TABS

Fleet System 2 gives you a choice of two kinds of tab stops, Regular and Numeric. The horizontal line separating the Status Line area from the Text Area is where current tab stops are displayed. It is called the Tab Indicator Line.

Regular Tab

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

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

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

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

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

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

Numeric Tabs

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

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

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

Since you have used the tab key (<ARROW LEFT>) to place the cursor in column 15, the "N" on the Status Line should be lit (this tells you that you are in the Numeric Mode). Now TYPE \$1,536.45. See how Fleet System 2 aligns figures to the left of the Numeric Tab.

At the second tab, TYPE (294.48), (including the round brackets). At the third tab, TYPE -12.65. To finish the line at the fourth tab, TYPE 77.21-. Your line should look like this:

\$1,536.45	(294.48)	-12.65	77.21-
------------	----------	--------	--------

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

Addition and Subtraction

Using the **tab key** (<ARROW LEFT>) again, add a second line of figures as indicated below:

\$510.95-	329.02	115.59-	1754.68
-----------	--------	---------	---------

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

\$1536.45	(294.48)	-12.65	77.21-
510.95-	329.02	115.59-	1754.68
1025.50	34.54	128.24-	1677.47

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

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

1. Suppose you want to total all the numbers from the top of the file right down to the position of the cursor. Nothing special here. Just do as you did in the example above.
2. If you want to total only some of the numbers in the column, define the lines containing those numbers as a "Range" with the commands **<FCN> r <CRSR UP/DOWN>** and **<RETURN>**. Now when you call for the total with **<FCN> =**, Fleet System 2 will ask you "Range or text?". If you reply by pressing **r**, only the numbers in your range will be totaled.
3. Suppose your file already contains much text and scattered through it there are various numbers. Now you want Fleet System 2 to add the columns say from line 25 on. If you declare line 25 only as a Range and ask for the total as in step 2, only the numbers from line 25 on will be totaled.

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

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

Numeric tab stops are cleared in the same way as Regular tab stops. The command **<FCN> <ARROW LEFT>** will clear out a single tab stop in the column

where the cursor is located and <FCN> <SHIFT> <ARROW LEFT> will clear all the tab stops.

When you are finished working with this section, please "clear all" the Numeric tab stops from the Tab Indicator Line by PRESSING <FCN> <SHIFT> <ARROW LEFT>. Then "erase all" the text from your screen by PRESSING <FCN> e a <RETURN>. Now either take a break or, if you feel prepared at this time, continue onward to Section 5 - "Format Commands".

* * * * *

Section 5

FORMATTING FOR PRINTING

Whatever the purpose for your word processor, your final goal is as "clean and professional" a print-out as possible. You will certainly want neat and consistent margins, well centered titles and headings, and reliable spacing. On a regular typewriter, all these things are mostly done through "trial and error" unless you are an experienced typist. With Fleet System 2 you embed "format commands" into your text so that your word processor will do these things for you, automatically.

As Fleet System 2 processes your text for printing (or for preview on the screen), it interprets the format commands you have inserted and automatically sets the margins, spacing, headings and/or other formats in your document. The section that follows will explain Fleet System 2's "embedded format commands". It will be helpful for you to recall the file named "sample 1" from your system diskette. To recall this file, first ensure that the cursor is in the "home" position by PRESSing <CLR/HOME> twice. Then, to recall the file:

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

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

Format commands are always preceded by a Format Checkmark at the very beginning (column 1) of the screen line. The checkmark is created on the screen by entering the command `<SHIFT> <f1>`. Note that format commands may be entered between paragraphs of text as well as at the beginning of a file. In all cases, however, format commands must always be at the beginning of a line, preceded by a Format Checkmark in the first column.

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

COMMENT LINE - Format Checkmark + **cm:** + comments

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

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

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

```
✓cm:sample 1 <RETURN>
```

LEFT MARGIN - Format Checkmark + **lm** + number entry

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

The **lm10** entry in the format command line ✓**lm10:rm75:pp66:pg60:vp6** <RETURN> sets the left margin in the file "sample 1" to 10.

RIGHT MARGIN - Format Checkmark + **rm** + number entry

This command will set the right margin to any value from 2 to 164. The right margin must be greater than the left margin.

The **rm75** entry in the format command line ✓**lm10:rm75:pp66:pg60:vp6** <RETURN> sets the right margin in the file "sample 1" to 75.

PAPER LENGTH - Format Checkmark + **pp** + number entry

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

The **pp66** entry (following a Format Checkmark) in a format line near the top of "sample 1" sets the paper length at 66 lines.

VERTICAL POSITION - Format Checkmark + **vp** + number entry

Most pages will require a top margin. The "vp" command followed by a number will specify how many blank lines to leave at the top of the page before printing begins. If there is a header entry on the page, the "vp" command specifies the number of blank lines to be left above the header.

The **vp6** entry in the format command line near the top of "sample 1" will leave 6 blank lines at the top of every page when "sample 1" is printed. The limit of "vp" is, as you have guessed, "pg". The diagram included with

discussion of headers and footers in this section should help to clarify the relationship of pp, pg and vp commands.

PAGING - Format Checkmark + **pg** + number entry

The "pg" command specifies how many lines down from the top of the page will be the location of the last printed line for the text printed on that page. To put this another way, the bottom margin for the text is always the "pp" value minus the "pg" value. However, any footer entries are printed below this point on the page.

The **pg60** entry in the format command line near the top of "sample 1" sets paging at the value of 60.

The diagram included with the discussion of headers and footers in this section should help clarify the relationship of the "pg" command with other format commands.

SPACING OF LINES - Format Checkmark + **sp** + number entry

This command will produce single, double or triple line spacing just like a regular typewriter. The "sp" command, if used, must be entered last on a format command line. If no "sp" command is entered, Fleet System 2 will default

to single line spacing. The only numbers accepted following this command are 1, 2, and 3. Note that Fleet System 2 will continue to produce pages of the length specified in the "pp" and "pg" whatever the value of "sp".

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

PITCH - Format Checkmark + **pt** + number entry

This command allows you to control the spacing per horizontal inch. Standard pica spacing, "pt10", is 10 letters per inch. If you do not enter a "pt" command, Fleet System 2 will print at 10 pitch. Elite spacing, "pt12," is 12 letters per inch. Fleet System 2 will accept any number from 1 to 19. You may want to try them all to see which ones your printer will accept and which are useful to you.

The **pt10** entry in a format command line near the top of "sample 1" says to set the letter spacing in "sample 1" to 10 letters per inch until further notice.

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

FORM ADVANCE - Format Checkmark + **fa** + number entry

It is also possible to vary the vertical spacing between printed lines. The "fa" command followed by a number between 1 and 19 will set spacing for your printer. Not all values will be accepted by every printer. You will have to do some experimenting to find out what your printer can reproduce.

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

If you do not include an "fa" command in your file, its value will default to 6, which is 6 lines per inch, as on an ordinary typewriter.

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

LINE ADVANCE - Format Checkmark + **ln** + number entry

This command is used to insert blank lines in text. For example, the keystrokes "<SHIFT> <f1> ln3 <RETURN>" will create a format command that produces three blank lines. Any numeric value from 1 to 255 may be entered. This command must be entered as the last format command if there are other format commands on the same line.

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

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

FINISH PAGE - Format Checkmark + **fp**

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

1) With no number following, the "fp" command is definite and unconditional. <SHIFT> <f1> **fp** <RETURN> says "Turn the page right now".

2) If, however, you follow "fp" with a number, you are telling Fleet System 2 to turn the page immediately unless at least the specified number of lines can fit on the present page.

The **fp6** command (following a Format Checkmark) near the end of "sample 1" says to turn the page immediately unless at least 6 lines can be printed before arriving at the number of lines specified in "pg".

Since this command is for immediate execution, it must be alone on a line - or the last command in a line, if several commands are written on the same line.

If in a print-out to the screen you discover that only the last line of a long paragraph is carried over to the next page, you may prefer to make a change to improve the appearance.

- a) If you increase "pg" by 1 just before the end of the page, you can squeeze the line into the previous page.
- b) If you decrease "pg" by 1 just before the end of the page, you will carry over the last two lines to the next page.

Don't forget to return "pg" to its original value at the start of the next page.

PAUSE - Format Checkmark + **ps:** + comments

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

<SHIFT> <f1> ps:Change to Italics <RETURN>

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

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

Because of space limitations in Fleet System 2, it is sometimes necessary to "link" files together. This command, followed by the name given to the next file, will enable you to tie these files together on the disk.

The format command **√nx:sample 2** at the end of "sample 1" links "sample 1" to "sample 2" as far as "global" operations are concerned. If "sample 1" is printed globally, or if a Global Search and Replace operation is ordered for "sample 1" the operation will automatically include "sample 2" because of the linking command.

The file name must not be more than 16 characters in length. Also, the "nx" command must be alone on the last line of the file. (Of course Fleet System 2 doesn't appreciate an "nx" command with nothing but a <RETURN> following the ":".) The next file in a series will not be called up unless you ask for it. More on this later in the section on "Printing Text."

These are the basic format commands used in Fleet System 2. In the Edit Mode, the mode of "sample 1" now on your screen, you don't get the "real" effect of these commands. In order to see their effect, let's "preview" the format for printing by PRESSING <f7>. PRESS <CRSR UP/DOWN> to page through the

file and **<CRSR LEFT/RIGHT>** to view the entire horizontal screen. Notice that none of the format commands themselves are printed out. If you were to print "sample 1" on your printer, it would look exactly as it does on your screen now.

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

JUSTIFY TEXT - Format Checkmark + **ju1** or **ju0**

In a regular typewritten document, it is almost impossible to "justify" or align text with the left and right margin to produce output in a block form. The "ju" command will instruct Fleet System 2 to align the margins automatically. It will insert extra spaces between the words so that the last word touches the right margin.

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

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

RIGHT ALIGNMENT - Format Checkmark + **ral** or **ra0**

Often you need to align text with the right margin only, for the closing of a letter, for example. Fleet System 2 does this with the "right alignment" command.

The **ral** command (following a Format Checkmark) instructs Fleet System 2 to begin right aligning text, the left margin being left ragged.

In a long text this would look strange
but for some applications
(e.g. date entries)
it is a very useful feature.

The command **ra0** terminates right alignment.

CENTERING - Format Checkmark + **cn1** or **cn0**

Text such as titles, headings, or entire paragraphs can be automatically centered between set margins by Fleet System 2.

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

HEADER - Format Checkmark + **hd** + number + colon + entry, entry, entry

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

√hd1:PSI,SAMPLE LETTER,Fleet System 2 <RETURN> will place headers in all 3 positions leaving 1 blank line before the text of "sample 1".

√hd1:,,Fleet System 2 <RETURN> will put "Fleet System 2" only against the right margin. Notice the commas in the format. They must be entered to "hold" the place of the first two columns if no text is entered in them.

HEADER LEFT MARGIN - Format Checkmark + **hl** + number entry

If for any reason the left and right margins are changed in a document, the margins for headers and footers will also change unless header margin commands are used. To keep headers and footers from being affected by temporary changes in margin settings, "hl" followed by a number from 1 to 163 is used.

The **hl5** command (following a Format Checkmark) at the top of "sample 1" sets the left margin of the headers and footers to 5 in "sample 1".

HEADER RIGHT MARGIN - Format Checkmark + **hr** + number entry

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

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

FOOTER - Format Checkmark + **ft** + number + colon + entry,entry,entry

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

`√ft1:PSI,Sample Letter,Fleet System 2 <RETURN>` would print footers in all three columns below the last line of text printed on that page (specified by `pg`). The footer entries would be printed on the second line above the bottom of the page, because of the number 1 entry following "ft", which specifies 1 blank line.

The format command `ft1:,,Page <> <RETURN>` (following a Format Checkmark) will print "Page" and the appropriate page number in the right hand column. When this symbol appears in either the header or the footer, Fleet Writer 3 replaces it with a page number that increases by 1 each time a page is turned. Unless you specify otherwise page numbering will begin at "1".

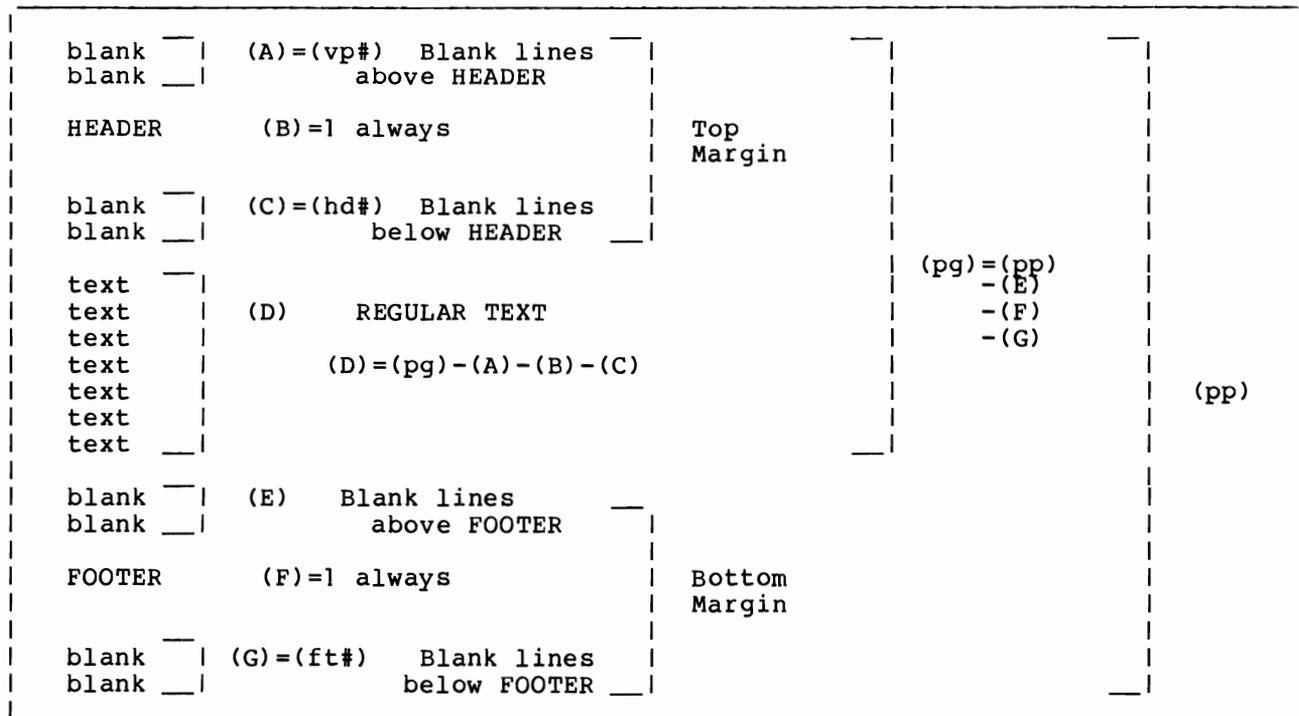
PAGE NUMBER - Format Checkmark + `p#` + starting page number

This command tells Fleet System 2 that you want to start your page numbering at something other than "1".

The command `p#12` (following a Format Checkmark) will start page numbering at "12". As mentioned above, Fleet System 2 will insert page numbers in headers or footers at the symbol "<>".

The following chart should help you to choose the correct values for the "pg", "hd", "ft", and "vp" commands.

CHART SHOWING COMMANDS FOR VERTICAL LAYOUT



- First decide:
- A - the number of blank lines you want above the header
This is the value to enter after "vp" ("vp#" = A).
 - C - the number of blank lines you want below the header
This is the value to enter after "hd" ("hd#" = C).
 - E - the minimum number of blank lines you want above the footer
 - G - the number of blank lines you want below the footer
This is the value to enter after "ft" ("ft#" = G).

Calculate the value to be used in "pg":

From the value of "pp" subtract the bottom margin (the footer and the blank lines above and below it) ("pg" = "pp" - E - F - G).

If you want to know how many lines will be available for text:

From "pg" subtract the top margin (the header and the blank lines above and below it) (D = "pg" - A - B - C).

MARGIN RELEASE - Format Checkmark + ma + number entry

Often it is necessary to start printing to the left of the left margin for outlines and other applications. The "ma" command followed by a number between 1 and the current left margin value will "outdent" the text of only the

first line after it by that number of spaces. You may have noticed that in the text you are now reading the topic headings extend beyond the left margin. This was done with an "ma3" command.

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

LINE FEED COMMAND

For most printers you will not have to use this command, especially since the Auto Line Feed prompt within the "setup" program is designed to cover the same need. If your printer types over and over on the same line, place an **lf1** command (following a Format Checkmark) at the beginning of every text file. If your printer gives you double-spacing when you call for single spacing, place an **lf0** command (following a Format Checkmark) at the beginning of every file.

PRINTING ALL THE TEXT TO THE SCREEN

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

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

This will give you a "global preview" of the two files ("sample 1" and "sample 2") on the disk. In the next section, you will be printing these files to save for future reference.

SPACE SAVING

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

```
✓lm10:rm70:pt12:pp66:pg56:vp4 <RETURN>
```

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

```
✓cn1;CENTERED HEADING <RETURN>
```

PRIORITY OF COMMANDS

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

"ra" -- right alignment

"ju" -- justify

"cn" -- center

If the three are active at the same time Fleet System 2 will disable "ra" and "ju", giving "cn" the priority. In the absence of "cn" (when "cn" is 0) "ra" takes priority over "ju".

SPECIAL FEATURES OF THE PRINTER

Some printers are capable of reproducing other than just "normal" text. The special features available on some printers include non-standard characters, underlining, and bold face printing as well as subscripting and superscripting. Some of these features are available only on "letter quality" printers. If these features are functions of your printer and cannot be accessed with the following commands you will need to refer to "Accessing Special Printer Features" at the end of Section 12 in this manual.

Underlining

It is possible to underline certain parts of your text. The only disadvantage is that the printer will operate more slowly while printing underlined portions of text.

When you want to underline something, you tell Fleet System 2 right in the text where you want the underline to start and where you want it to end.

To turn on underline: **<FCN>** : (colon). The symbol on the screen is a small rectangle tight against the first letter to be underlined. It does not, of course, appear on the printed copy.

To turn off underline: **<FCN>** ; (semicolon). Its symbol on the screen is a small rectangle tight against the last letter to be underlined. Please note that underlining is automatically terminated at the end of any paragraph.

It is sometimes difficult, when checking in the Edit Mode, to distinguish between the symbol for the start of underline and the end of underline. Place the cursor on the symbol. If the top right corner of the cursor is missing, the symbol is a "start". If the top left corner is missing the symbol is a "stop".

When you output your file on the screen, before making the final print-out on paper, the underlined text displays in reverse video.

If you are using a CBM 1525, 1526, 4023, 8023P or MPS 801 dot matrix printer, these commands will produce double-width printing instead of underlining.

Boldface printing

Most "letter quality" printers produce **bold face printing**. This command also slows down the printer and you must judge how much you want to use this feature.

To turn on boldface: `<FCN> 8`. The symbol is a small angle open on the right.

To turn off boldface: `<FCN> 9`. The symbol is a small angle open on the left. Please note that boldface is automatically terminated at the end of any paragraph.

When you preview your file on the screen, before making the final print-out on paper, the bold face parts also display in reverse video.

If you are using a CBM 1525, 1526, 4023, 8023P or MPS 801 matrix printer, these commands will produce reverse characters.

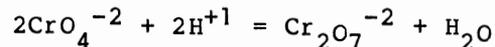
Superscripts and subscripts

This is a command that is limited to high quality printers because it requires the printer to roll the paper up or down half a line. Some printers need changes to the internal circuitry in order to perform this function. If this is your problem you will be wise to consult your dealer.

To turn on superscripting, press <FCN> 4. The superscript symbol on the screen is a high horizontal bar. It affects only the first character following the symbol.

To turn on subscripting, press <FCN> 6. The subscript symbol is a low horizontal bar and it too affects only one character.

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



Forced Space

When you ask Fleet System 2 to justify text (with the command "jul") it adds spaces between words until the line is long enough to reach the right margin. You can, however, as you are typing in text, use the command <SHIFT> <SPACE BAR> to create a "forced space" between two words which will tell Fleet Writer 3 to treat the two words as though they were a single word. A large "+" symbol will appear on the screen but it will print out as a normal space.

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

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

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

Soft Hyphen

Fleet System 2 allows you to enter a "soft", or semi-automatic hyphen at the appropriate place in any word in your text. If that word falls at the end of a line, and there is not enough space to write the whole word, Fleet System 2 will divide the word at the soft hyphen, place a real hyphen at the end of the line, and put the remainder of the word on the next line. If the word falls in the middle of a line Fleet System 2 will print the word without any hyphen at all. In general, it is good practice to enter a soft hyphen in the middle of any long word, as you are entering your text.

The command is <FCN> - and the symbol on the screen is a horizontal bar at the height of the hyphen, but longer. Fleet System 2 will only recognize one soft hyphen per word.

* * * * *

Section 6

PRINTING TEXT

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

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

It is helpful to realize that your Edit Mode text to be printed can come from either of two different source locations, and that it can be printed at either of two destination locations.

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

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

If you do not specify "global" you are ordering a printout of the text file currently in computer memory (which is currently showing on your screen).

The "destination" of your printed text may be either your printer or your video screen. That is, you may print your text using your printer or you may "preview" it by ordering a video output to the screen. If you specify "video" or if you press the <f7> key, your text is printed on the screen. Otherwise, it is printed by your printer.

PAGE BY PAGE/CONTINUOUS PRINTING

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

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

ORDERING A PRINTOUT

To order any kind of printout, the first step is generally to enter "output mode", by pressing "<FCN> o". (The only exception is the case of "preview" video printing of text in computer memory to the screen, which is done directly by pressing the <f7> function key.) After you press "<FCN> o" the message "Output" will appear on the Status Line, followed by several letters.

Printing on single sheets of paper

After you have entered the output mode with the command "<FCN> o", pressing the letter "p" will cause a single page of the on-screen text in computer to be printed. The printer will halt after printing one page (even if there is more text to print) to allow you to insert another sheet of paper. To continue printing once the next sheet is in position, you need to press the letter "c".

Note that if you do not enter the "pp" and "pg" format commands, your text will not be organized into pages at all, and Fleet System 2 will print all of the text in one continuous run.

Printing on continuous tractor feed paper

If you have "continuous" paper (e.g. tractor feed paper) you should order a "continuous" printout so that your printer does not halt after printing each page. To order continuous printing, press the letter "c" after you enter output mode with the "<FCN> o" entry. The full sequence needed to order a continuous printout of all the text in computer memory is: <FCN> o c p.

Halt printing

At any time while text is being printed you can tell Fleet System 2 to stop sending text to the printer, by pressing the <ARROW LEFT> key. (Due to hardware design, it is sometimes necessary to press the key more than once.) If the printer itself has a large buffer memory it may not halt for some time. In this case you may find it more satisfactory to halt the printing with the pause button on the printer control panel. You can restart printing by pressing the letter "c" on the computer keyboard, or by pressing the RESET button on the printer's panel if you halted it there.

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

Printing the document now in computer memory

At this point let us print "sample 1" (which is now on your screen) one page at a time. First ensure that your printer is connected and powered on. Now PRESS <FCN> o p. After the first page is printed, your printer will halt. At that point, roll another sheet into position (if necessary) and PRESS c to print the next page. Repeat the process until the entire file is printed.

Printing multiple copies

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

Printing to Video (the screen)

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

There are actually two separate ways to order a video printout of a text file present in computer memory. One way is to press the <FCN> o v sequence. There is also a simple one-keystroke way to "preview" the file in computer memory - using the <f7> key.

With "sample 1" still displayed on your screen, please PRESS <f7> right now. The first part of "sample 1" will be printed on your screen, but only the left side will be visible. To see the right side of your text try PRESSING the <f7> key twice. By repeatedly pressing this key you can move your text left and right at will. (Incidentally, you can also shift the text left or right gradually by using the <CRSR LEFT/RIGHT> key.)

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

The "preview" video printout that you just performed displayed 40 characters of text (horizontally) at a time, and allowed you to scroll

horizontally. The horizontal scrolling feature allows you to view a total of up to 120 characters of text width when you "preview print" to the screen displaying 40 characters at once.

An 80 character option is also available (Commodore only), and this option is extremely useful for viewing most letters and standard text in general. When you select the 80 character option, horizontal scrolling is not available but you will see all of any document that is less than 80 characters wide anyway.

To select the 80 character width option, first access Output Mode by PRESSING <FCN> o. Then PRESS 8. The number 80 will appear on the Status Line to indicate that you have selected the 80 character option.

If you now pressed "4" the "80" would change to "40" to indicate that you had changed back to the 40 character option. By pressing "4" or "8" you can switch options at will. Right now 80 should still be displaying, and the 80 character option will remain "selected" until you change it (or exit the program).

Now PRESS v. Your text will now be printed on the screen in smaller characters, and you will see the entire width at once. PRESS <CRSR UP/DOWN> to cause vertical scrolling. As already mentioned, horizontal scrolling is not possible when you are using the 80 character option.

Now, to return to Edit Mode, PRESS <ARROW LEFT> <FCN>

You have now seen how the letters "C", "V", "N" and "P" on the Output indicator on the Status Line are used. Just to give you a foretaste, here is what the other letters mean:

- "D" -- is for printing to the **diskette**. (This is a special feature discussed in Section 11 on Supplementary Features under "Creating Sequential Files and ASCII Files".
- "L" -- says to insert information from a **list** in the Extra Text area into "variable blocks" in Main Text.
- "F" -- is for starting print **from** a selected page number.
- "S" -- says to insert information from a **sequential** file into "variable blocks".
- "G" -- initiates a **global operation** on a whole series of files.

HOW TO CREATE LONG DOCUMENTS

Fleet System 2 allows you to enter in a single text file up to around 450 screen lines of text in 40 column mode, up to around 225 screen lines in 80 column mode or up to around 150 screen lines in 120 column mode. This amounts to the equivalent of 8 or 9 pages of text. There may be times, however, when you will wish to create a document longer than this.

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

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

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

Global printing

After you have entered the output mode, just before you tell Fleet System 2 where to print, you can press the letter "g" to call for global

printing. That is, you can order the printing of a whole series of files linked with "nx:" commands. When ordering a global printout, you need to specify (among other things) the name of the first file in the series.

After you press **g** and select video or printer, Fleet System 2 will ask you "Global at:" and that is the time to type in the name of the first file in the linked series. Here is the whole series of commands you could use:

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

This will "global print" continuously on paper a series of linked files starting with the file named "first file".

<FCN> o g v first file <RETURN>

This will global print to the screen a series of linked files starting with the file named "first file".

If for one reason or another an interruption occurs -- tangle of paper, end of ribbon, telephone call, syntax error, or anything else, do you have to start all over again? Not at all! Fleet System 2 remembers where the last page began. Better than that, you can even stop the printing by pressing **<ARROW LEFT>** followed by **<FCN>**, make corrections to the current file and re-store it, and still start over again at the beginning of the page where the interruption occurred. It will be your responsibility however to see that the paper is correctly positioned in the printer, because Fleet System 2 will begin printing

at the position on the paper where the printing was stopped. If you have made any changes in your file you must first store the revised version on the diskette, as files are always recalled from the diskette for global operations.

Global printing is re-started just as though you were going to return to the beginning, but instead of typing in the name of the first file in response to the **Global at:** message, you press <ARROW LEFT> then press <RETURN>. Fleet System 2 starts printing from the beginning of the page on which the interruption occurred. Be sure to adjust the paper for the new page before restarting the printing.

The re-start function can be useful in several other ways as well: If you are printing to the screen, and want to go back and see something on the page that has already begun to scroll off the screen, touch <ARROW LEFT> to stop the printing then give the series of commands <PCN> o g v <ARROW LEFT> <RETURN>. The video output will start again beginning with the page where the interruption occurred. The top of the page will come back on the screen.

If you have a change to make somewhere in a global series that has already been printed, you do not have to reprint the whole series on paper. Make the correction to the appropriate file. Then simply order a fresh printout starting from a selected page, using the "start from selected page" feature described below.

Starting printout from a selected page

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

For example, suppose that you wanted to print the text file now in computer memory onto your screen, starting with the third page. You should first press "<FCN> o f". At this point the "F" on the Status Line would highlight and the prompt "Output from?" would display. In response to this prompt you would type 3 (the page to start from) and press <RETURN>. Then you would type "v" for video as the printing destination.

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

Order of printing commands

The output commands must be given in the following order:

1. **<FCN> o** to enter output mode -- always
2. the letters/numbers **l s g c 4 8** -- if used
3. the letter **n with its number**
<RETURN> or the letter **f with**
its number <RETURN> -- if used
4. one of the letters **p v d** -- always

As previously mentioned, a video printout of the text in computer memory can also be ordered directly by simply pressing the <f7> key.

* * * * *

Section 7

OTHER GLOBAL FUNCTIONS

With this section we are going to perform some special Fleet System 2 functions which will clarify the two different ways that Fleet System 2 files can be edited - "locally" or "globally".

Previously in this User's Guide, we have worked with text within a single file. Performing Fleet System 2's operations on just a single file is called performing a "local" operation. The term local is used because you are only editing text within a Text Area (within a single file).

Now that you have just about mastered editing files "locally," this section will concern certain "global" functions that can be easily performed. The term "global" means that a Fleet System 2 function can work upon more than one file stored on diskette, as long as the files are "linked" together by means of a special format command called the "next file" command. Near the end of the section just covered (Section 6 "Printing Text"), we printed the two files "sample 1" and "sample 2" globally. By ordering a "global" printout starting with "sample 1" we printed both files, because the files were linked by an "nx" command.

Suppose that you are writing a document the size of this User's Guide. It is immediately obvious that the whole guide will not fit in Main Text. Somehow, you must be able to have multiple files on disk which can be connected together and treated as a single file so that certain Fleet System 2 functions can be performed on the entire document.

To do this, you would first enter text until you nearly filled the Main Text area. In 40 column Edit Mode a good place to stop would be around screen line 380, since about 400 lines is the capacity of the Main Text area in 40 column mode. Then you would enter an "nx:" command specifying the name of the "next file" that this file will be linked to. Then you would store this file, clear the screen and begin typing in the next file.

To create the "next file" command (also known as a "linking command"), you would: PRESS <SHIFT> <f1> then TYPE **nx:name of next file <RETURN>**.

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

It is recommended to stop typing text (including the "next file" command) at approximately screen-line 380 (with 40 column display) or screen-line 180 (with 80 column display), or screen-line 110 (with 120 column display) so that you will have plenty of space available to revise and add new text at a later time.

You are already familiar with performing one global function, global printing. Now we will examine some other Fleet System 2 global functions: Global Find, Global Search and Replace, and Global Copy.

GLOBAL FIND

WARNING: Before using the Global Find function be sure to store the file in computer memory, because it will be erased in the course of the operation.

Finding a string of text (up to 44 characters long) that randomly occurs throughout a series of linked files is easy. For the sake of this exercise, we will perform this global function using the two "linked" files called "sample 1" and "sample 2". First, PRESS <FCN> and then the f key. This will bring the prompt "Search for:" on the Status Line. If you have not used the

"find" function previously, the letters "ok" will appear also. If you have performed the function before, the last word you searched for will be displayed.

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

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

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

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

At this point, you have finished "finding" the word "command" in the file "sample 1". To continue the "find" process to the next linked file PRESS **<FCN> <SHIFT> h**. These keystrokes will bring the next linked file onto the

screen. And, the cursor will be positioned after the first occurrence of the word "command" in the file "sample 2". Now, to find other occurrences of the word "command" within "sample 2", PRESS <FCN> h.

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

GLOBAL SEARCH AND REPLACE

With this function, Fleet System 2 will search for one or more words (of your choice) and automatically replace them with one or more words of your choice. In addition, any changes made during a Global Search and Replace operation will be automatically stored on diskette. Up to 44 characters may be entered either for searching or for replacing.

DO NOT PERFORM A GLOBAL SEARCH AND REPLACE USING THE FLEET SYSTEM 2 SYSTEM DISKETTE. When using this global function, information is stored onto a diskette. To prevent altering our System Diskette, we will not perform this

function with this diskette. After you have created linked files on a Document Diskette in the future, try this global function.

To start the Global Search and Replace function, PRESS **<FCN> 0**. The prompt "Search for:" will appear on the Status Line. If you have not used the "Find" or "Search and Replace" functions previously, the letters "ok" will also appear. If you have performed either of these functions earlier, the last word you searched for will appear. Next, TYPE the words you want to search for. (Fleet System 2 will accept up to 44 characters.) Then PRESS **<RETURN>**.

Immediately, the Status Line will display: "Replace with:". You should now TYPE in the word(s) with which you wish to replace the characters you are searching for.

You will then be asked if the "Search and Replace" will be local or global. In response to the prompt "Search and Replace (l/g)?" PRESS **g** for global. Next, the prompt "Global at:" appears in the Status Line. This prompt is asking us what global file (in a series of linked files) to begin with. TYPE in the first global **filename** and PRESS **<RETURN>**.

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

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

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

GLOBAL COPY - operates only on a Dual Disk Drive

Another global function that Fleet System 2 can easily perform on many linked files with just one command is Global Copy. If you have a dual disk drive, you may want to copy a "global" series of linked files from one diskette to another. All that is needed is for you to start the Global Copy function with one series of commands, and the process will be done automatically. We urge you strongly, PLEASE DO NOT ATTEMPT TO PERFORM A GLOBAL COPY WITH YOUR FLEET SYSTEM 2 SYSTEM DISKETTE. If you do try it, damage to this disk may result. So, at your convenience in the future, you can perform this function using a pair of Document diskettes. Remember that the target diskette must be formatted before the copy

operation can be ordered. It is important to note that the files copied onto the target diskette will be recorded in the order which they are linked on the source diskette. If you place the source diskette in drive 0, and the target diskette in drive 1, the following command will need to be entered:

<FCN> g 0:name of first global file <RETURN>

Now that you have gained an understanding of how to handle "global" files, you are almost ready to proceed to the next section. First though, if you have any text displayed on your screen, please use the "Erase All" function (**<FCN> e a <RETURN>**) to clear the screen. As soon as your screen is clear, proceed to Section 8 called "Using The Extra Text Area".

* * * * *

Section 8

USING THE EXTRA TEXT AREA

The Extra Text area is a separate work space in computer memory. It can be used to view and edit other files without disturbing or affecting what is in the Main Text area. Anything that can be done in Main Text can also be done in Extra Text. The only difference between Extra Text and Main Text is the size of the text area available. When loading Fleet System 2, you are given the option of working on a 40, 80, or 120 column text mode. If you choose 40 columns, you will have up to around 400 lines of storage in the Main Text area and around 140 lines in the Extra Text area. Using 80 column mode will give around 200 lines in Main Text and 70 lines in Extra Text. If you select the 120 column mode, then around 130 lines will be available in Main Text and around 45 will be available in Extra Text. Note that the actual total amount of text you can enter is approximately the same in the three different modes.

Reference files, such as the "help" file on your Fleet System 2 diskette, can be recalled into Extra Text as a guide when needed during editing. When you want to verify the keystrokes for a certain function, you can go to the Extra Text area and recall the "help" file. To do this, PRESS <FCN> x to get to the Extra Text area. The indicator letter "X" will light up on the Status Line

to show that you are in the Extra Text area. To recall the file, first PRESS <SHIFT> <CLR/HOME> r. Then TYPE **help** <RETURN>.

The "help" file should now be in the Extra Text area. You will notice that this file has instructions for many editing functions and format commands you may need. This is much easier than referencing the manual whenever you need assistance.

Once the "help" file is recalled into the Extra Text area, it will take just a second to go to it from Main Text. Switching from Main Text to Extra Text (or vice versa) is a matter of two keystrokes.

PRESS <FCN> x a few times and you will see how easy it is to "switch" back and forth between the two text areas. You will find the help file to be a very useful tool in your daily editing.

The Extra Text area is also very useful if you wish to access a Directory while there is text displayed in the Main Text area. Remember that if you call up a Directory while there is text on your screen, the effect is to erase all of that text! If you are in Main Text and wish to view a Directory, you should access the Extra Text area first.

One of Fleet System 2's most powerful features is the ability to transfer text from Extra Text to Main Text as needed. Frequently used items of information such as names, dates, prices, etc. can be placed in the Extra Text

area and inserted in your file as you create it.

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

Again you can access the Extra Text area very quickly with the command <FCN> x, and the same command returns you to the Main Text area. At this point please erase from the screen the "help" file from the Extra Text area by PRESSING <FCN> e a <RETURN>.

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

1. Appends - a screen line or group of lines of text can be individually "appended" or brought into Main Text.
2. Variable Entries for Data Merge - a list of items that can be merged sequentially into "variable blocks" in Main Text.

APPENDS

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

To define an Append, first go to the Extra Text area with the command **<FCN> x**. The first step in entering an Append is to give it a "nickname", which should be brief. This nickname will be used when it is merged into Main Text. To create the nickname, first press the **<ARROW UP>** key, which will create a vertical line on your screen. Then type the nickname and press the **<ARROW UP>** key once more.

Appends shorter than a screen line

If the text to be appended is one screen line or less in length, the nickname should be followed by an equal sign (=) followed by the text of the Append. As an example, please now PRESS **<ARROW UP> rb <ARROW UP> = Rowan and Berian, Inc. <RETURN>**. This will define **Rowan and Berian, Inc.** as an Append with the nickname "rb".

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

Longer Appends

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

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

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

NOTE: By using Insert Mode while you are appending, you can insert Appends within existing text.

DATA MERGE APPLICATIONS

The Data Merge feature is a convenient method for preparing "personalized" form letters by an automatic process. You will need to prepare the document with a "variable block" in the text where each item will be merged. Very frequently, data merging is used to produce a large number of letters (and/or envelopes or mailing labels) addressed to different people. However, data merging can also be used to pre-write an entire letter by storing selected paragraphs on disk, recalling them into Extra Text, and then inserting them into Main Text in any order you need.

One word of caution when using Data Merging. When setting up to merge the variable information, be sure that the variable items and nothing else are present in the Extra Text area.

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

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

Notice the "variable blocks" in this letter, which appear as small rectangles. They are created in text by pressing the "<FCN> b" sequence.

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

This file is nothing more than a list of items that can be inserted into a text file. The small rectangular symbols here are NOT "variable blocks". They are known as "separators", and they are created by pressing "<FCN> <SPACE BAR>". All list items need to be separated by either a "separator" or else a <RETURN>.

"Separators" are useful for conserving space. However, there are limits to how many consecutive <FCN> <SPACEBAR> separators can be used. With long lists of variable items you must occasionally use <RETURN> as a separator. Do not exceed one 120-character line, or two 80-character lines or four 40-character lines without a <RETURN>.

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

Each variable item from the Sending File is used only once - unless you tell Fleet System 2 that you want to start the list all over again. This can be

done with the sequence <FCN> <CLR/HOME> <RETURN>, which will allow us to start at the beginning of the list of items again. Returning to the top of the list is known as a "home data" procedure.

Any time that the variable blocks showing on your screen have been filled, you may either print your text on your printer or "preview" it by printing on the screen. To print to the screen, PRESS the <f7> key. To print on your printer, PRESS <FCN> o p.

You may "empty" the blocks at any time so that that they can be filled "manually" with new items. To do this, place the cursor above the first variable block and use the command: <FCN> k several times. The contents of each variable block will be emptied one at a time.

As a practice exercise, try creating some variable items of your own. Remember that Fleet System 2 will read this information from Extra Text in the exact order that it is present. Go back to the Extra Text area by PRESSING <FCN> x. Move the cursor to the first BLANK screen line after the variable entries already displayed and enter some of your own. Enter any items that you want to insert in the letter. Try separating the items using both methods (<RETURN> and <FCN> <SPACE BAR>). If you examine the text closely you will recognize what kind of items are needed to fill each empty variable block. The first variable block should take a name, the second a street, the third a city, etc. It is essential

that you respect the exact "order" of filling the blocks.

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

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

Automatic merge-and-print

Many times you will want to fill the variable blocks in your text and print copies automatically, one right after the other. For mass mailings it would be time consuming to check every letter and manually tell Fleet System 2 to print it. To save time, you can instruct Fleet System 2 to print your completed document (including the items inserted) to the screen or the printer continuously.

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

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

Now go back to the Main Text area and enter the output mode with **<FCN>**

- o. Touch the letter **l** to tell Fleet System 2 that there is a "list" in the Extra Text area, and then **v** for "video" output to the screen. Fleet System 2 will erase the screen, fill the empty blocks with the variable items in the Extra Text area and print the first part of the completed letter on the screen. To scroll the display upward, PRESS and hold the **<CRSR UP/DOWN>** key. Once the first letter has been displayed, continue to hold down the key. The next letter will begin to appear automatically, after a short delay. Press **<ARROW LEFT> <FCN>** to get back to Edit Mode. After all the data in Extra Text has been used, a line of arrow ups will appear at the bottom of the screen. Fleet System 2 will remove the data from the "variable blocks" putting the letter back into its original edit mode condition.

To print on your printer, you can PRESS **<FCN> o l p**. This will tell your printer to stop after each page so that you can insert another sheet of paper. To continue printing, PRESS **c**. If you have continuous feed paper, you should instead PRESS **<FCN> o l c p**. With this command, Fleet System 2 will

continue printing non-stop until all of the variable information in the Extra Text area is used. As the blocks are filled in the text, they are displayed on your screen, then the entire letter is printed. If, for any reason, you need to halt the printing, you can PRESS **<ARROW LEFT>**.

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

CREATING SEQUENTIAL FILES ON DISK

Many times the variable item listing you need to merge with your file is too large to fit in Extra Text. A mailing list with 600 names, for example, would be far too large to fit in the maximum lines available in the Extra Text area. To merge this variable item listing with your form letter you need to merge the data from disk.

The following example will show you how to easily convert the data now in the Extra Text area to a sequential file on disk. Normally, however, you will use the Main Text area for entering the items to be in the sequential file, in

order to work with the maximum space available on the screen. This example is only to show you how easy it is to merge sequential files from disk into Fleet System 2. If this is a feature you feel you will need to use, please reference "Creating Sequential Files" in the Supplementary Features section of this manual for a more in-depth discussion of creating these files.

Go to the Extra Text area by pressing <FCN> x. The "list" file from the previous example should be on your screen.

Insert a previously formatted diskette (other than your System Diskette on which you should not store any files) in your disk drive. To create and store a special "CBM" file (a "sequential" file), please use this sequence:

PRESS <FCN> o d c

(The letter "d" stands for "disk".) The Status Line now asks you "Drive #?". PRESS 0 if you have a single drive. If you have a dual drive choose 0 or 1 (whichever drive has the disk in it). TYPE **blocks** <RETURN>. You have created and stored a sequential file named "blocks".

Erase everything in the Extra Text area with <FCN> e a <RETURN> and then return to the Main Text area with <FCN> x. Now you can try merging variable blocks from the brand new sequential file on disk. PRESS <FCN> o s (for sequential file) followed by either v (for video) or p (for printer).

Fleet System 2 will then ask you the name of your sequential file.
TYPE blocks <RETURN>.

The command is: <FCN> o s v for video, or
 <FCN> o s p for printing one page at a time, or
 <FCN> o c s p for continuous printing.

The letters will now print from the sequential file on your disk. Fleet System 2 will fill the variable blocks on your screen with the data and print the letter until there is no more data left in the sequential file. Again, for a more advanced explanation of merging sequential files from disk please refer to the Supplementary Features section.

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Section 9

FILE MANAGEMENT

This section will explain Fleet System 2's File Management functions which include displaying a diskette Directory as well as recalling and storing text files.

The procedures in this section require the use of a separate document diskette (in addition to your System Diskette). If you do not already have a document diskette available, please take the time to create one right now.

A document diskette is simply a diskette that has been prepared for use by a "format" operation. Formatting is required before any information can be stored (recorded) on the diskette. For directions on how to format a diskette please see Section 11 - "Disk Drive Commands".

Once you have created a document diskette, please re-load the Fleet System 2 program.

DISPLAYING A DISKETTE DIRECTORY

A diskette Directory is a listing of the files which are stored on a diskette. Fleet System 2 enables you to obtain 3 different types of Directory displays. Each of these will be explained below. (Before continuing, please insert your Fleet System 2 System Diskette into the disk drive. If you have a dual drive use drive 0.)

Directory of Fleet System 2 files only

Since this operation will wipe out the information currently displayed on the screen, be sure to store on the diskette anything you want to keep. As an alternative, if the Extra Text area is empty, you may go there to call up the diskette Directory (by pressing "<FCN> x") and your Main Text area will not be disturbed.

By pressing <FCN> 0 (the number zero), we are asking Fleet System 2 to go and get from the diskette in drive 0 a Directory of the Fleet System 2 text files only. <FCN> 1 will request a Directory from drive 1 (for those with a Dual Drive). A question mark on the Status Line asks for confirmation of the command. If you are willing to lose the information displayed on the screen, confirm the command by PRESSING <RETURN>. If you wanted to cancel the Directory command, you would press <FCN>. Go ahead and confirm it. The disk drive will start to "whir"

and the screen will display the titles of the Fleet System 2 files on the diskette, plus an indication of how many "blocks" of free space remain on the disk. (Each block represents space for about 250 characters of text).

Complete Directory

If you want a Directory of ALL the files and programs on a diskette (not just the Fleet System 2 files), first PRESS <FCN> 2. Then, in response to the "Selective directory" prompt, simply TYPE the appropriate drive number and PRESS <RETURN>.

Selective Directory

If you want to display a Selective Directory, that is, a Directory containing only some of the file names on the diskette, you need to first PRESS <FCN> 2. This will display the prompt "Selective directory - drive #?". Now, simply TYPE the appropriate drive number, and then make the appropriate selection as illustrated in the following table before PRESSING <RETURN>:

<u>Meaning of the symbols</u>	<u>Examples of selective keys</u>
* -- lists all the files beginning with the letters to the left of the "**"	abc* -- all files beginning with "abc" File* -- all files beginning with "File"
? -- will match any character at all for a "wild card" selection	? -- all files with a 1-letter name ?? -- all files with a 2-letter name a?c -- all files with a 3-letter name that begins with "a" and ends with "c" xyz??? -- all files with a 6-letter name that begins with 'xyz'

<u>Meaning of the symbols</u>	<u>Examples of selective keys</u>
= -- limits the selection to the type of file represented by the letter specified	*=p -- all "program" type files *=s -- all "sequential" files (data files) *=r -- all "relative" files (data files) *=u -- all "user" files (Fleet System 2 text files)
-- combinations of the elements	abc*=u -- Fleet System 2 "user" text files beginning with "abc" ?=u -- 1-character Fleet System 2 files

Taking the above examples as models you will be able to access Selective Directories to meet any need you may encounter.

Once you have obtained a diskette Directory, you can print a "hard copy" of the Directory displayed on the screen by PRESSING <FCN> o p.

RECALLING FILES FROM DISKETTE

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

Recalling a file using the "Screen Read" method

At this point, a Directory of the Fleet System 2 System Diskette should be displayed on the screen. Move your cursor down and place it on or just in front of the first letter of the file titled "office". The Tab key, (the <ARROW LEFT> key at the top left of the keyboard) may be used to quickly move the cursor across the screen. Enter the File Mode by PRESSING the <SHIFT> and <CLR/HOME> keys together. The Status Line asks you what kind of operation you want to do. Answer by PRESSING **r** for Recall. Since your cursor is at the beginning of the name "office" you can copy the name onto the Status Line by PRESSING <ARROW UP>. This is referred to as the "Screen Read" method. Then, PRESSING <RETURN> will confirm the command and after a brief delay the file will appear on the screen.

Recalling a file "at the cursor position"

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

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

PRESS <SHIFT> <CLR/HOME> r and TYPE list <RETURN>

This will recall from disk the file titled "list" at the cursor's position. This is the method to use when you want to add text currently stored on the diskette to the end of text that is already on the screen.

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

"Insert" a file

Recalling a file using this method permits you to add new text "between" text already displayed on your screen. This is different from the second method in that the new text is inserted, not just added on. We will demonstrate this with a file named "insert" that is pre-stored on your Fleet System 2 System Diskette.

First, place your cursor anywhere on the first line of the second paragraph displayed. It is above this line that you will insert the new text. Enter the File Mode by PRESSING <SHIFT> <CLR/HOME>. PRESS the letter i (for Insert) and then TYPE **insert** and PRESS <RETURN>. Fleet System 2 will insert a small text file titled "insert" while automatically moving down the text starting at the line the cursor was on.

Recalling using the "next file" method

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

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

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

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

STORING FILES ON A DISKETTE

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

When storing files, two possibilities are open to you: storing the whole file as it is displayed on your screen, or storing a part of it that has previously been defined as a "Range".

Storing a whole file

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

Now that you have text present in computer memory, it is possible to store it on your Document Diskette. Please remove the System Diskette from drive 0 and insert a properly formatted Document Diskette. To store the file on this new diskette, first PRESS <SHIFT> <CLR/HOME>. Next PRESS s for store. Next PRESS the number of the disk drive. Now TYPE **office** <RETURN>. After a brief delay, the file will be stored on the diskette.

Replacing an existing text file

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

In order to practice this technique, please now go ahead and make some changes to the file "office" which should still be on your screen. Make any changes that you like. Now, to store these changes, simply store "office" on diskette once again. That is, first PRESS <SHIFT> <CLR/HOME> and then PRESS s.

Next, PRESS the drive number and then TYPE **office** <RETURN>. Now, since a file titled "office" is already on the diskette, the highlighted prompt **Replace ?** will appear. To confirm that you wish to replace the old version of "office" with the new one, PRESS either <RETURN> or the letter **y**. (To cancel you would press either <FCN> or **n**.) The new version of "office" will now be stored on diskette, in place of the older version.

Storing part of a file

The feature that permits storing part of the displayed text onto a diskette depends on Fleet System 2's ability to define a "Range" of lines on the screen. The file "office" should still be displayed on the screen. Place the cursor anywhere on the first line of the second paragraph of the text on your screen. Enter the function command that defines a "range", (PRESS <FCN> **r**). The screen line will become highlighted. Enlarge the range to include the entire paragraph by PRESSING the <CRSR UP/DOWN> key. Once the entire paragraph is highlighted, PRESS <RETURN>. The highlighted lines will return to normal, to indicate that the Range has been set.

The procedure for storing a "Range" is identical to what you have already done, with one exception. PRESS <SHIFT> <CLR/HOME> and then PRESS the letter **s**. When the prompt **drive #?** appears on the Status Line, first PRESS **r**

(for Range) and then enter the drive number. Now TYPE the file name **partial** and PRESS <RETURN>. The "Range" (the second paragraph of our displayed text) will be stored on the diskette as a new file named "partial".

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

Note that it is possible to move a part of one text file into another text file, by using the "storing part of a file" procedure. Once the portion of text that you wish to move has been stored on diskette as a separate file, it can be inserted into any other text file. Simply recall the destination file and use the "insert file" procedure described above to insert the text where it is needed.

This concludes the lesson on File Management.

* * * * *

Section 10

THE FLEET SYSTEM SPELL CHECKING FUNCTION**OVERVIEW OF THE SPELL CHECKER**

The capability to automatically check spelling is among the most powerful features of your Fleet System program. Fleet System operates by comparing every word in your document to the over 85,000 words which can comprise the two Spell Checker Dictionaries. Any word in your document that does not match a "dictionary word" will be found as a possible misspelling.

Due to disk space constraints, the Fleet System Spell Checker dictionaries are located on the reverse side of the System Diskette. So, when you wish to spell-check, the Fleet System diskette needs to be inserted in the disk drive with the unlabeled side facing upwards.

The Fleet System Spell-Checker uses both a Program Dictionary and a User Dictionary. The **Program** Dictionary contains about 75,000 standard business text words. The second dictionary, the **User** Dictionary, allows the user to enter

specialized words not found in the Program Dictionary. For example, a family name would not be a typical business word. However, the user has the ability to add it to the **User** Dictionary so that the family name will not be considered a misspelled word when proofreading future documents. You can add approximately 12,000 words to the User Dictionary.

Please note that the Dictionary side of the Fleet System Diskette can be copied. As you add more words, the revised User Dictionary should be copied to another diskette for security reasons. Please also note that, while the Dictionary side can be copied, the Word Processor side cannot.

OPERATING THE SPELL CHECKER

Before you begin the spell-checking process, it is necessary to be in the 40 column edit mode. Then simply recall the text file you wish to spell-check to the screen. To see your Fleet System's spell-checking feature in action, please recall (right now) the file named "spellcheck" from the labeled side of the Fleet System Diskette. Next, insert the Fleet System Diskette with the Dictionary side

(unlabeled side) upwards in the disk drive. If you are using a dual disk drive (which can include two Commodore compatible single disk drives connected together), then the System Diskette should be in drive 0.

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

If the message "Dictionary file error" appears, then the Dictionary side of the Fleet System Diskette has not been inserted in the drive properly. Be sure to insert the System Diskette with the **unlabeled** side upwards before spellchecking

any document. Also, ensure that the "Write Protect Tab" for the Dictionary side of the System Diskette is removed. This will allow you to place information on this side of the diskette.

Fleet Speller will automatically begin proofreading your document when the screen turns blank. The screen will remain blank during the entire spell-checking process which lasts for approximately 65 seconds. Fleet System first checks your document to every word in its Program Dictionary. When Fleet System concludes checking the Program Dictionary, it will automatically proceed to check words in the User Dictionary.

It may be useful to know that Fleet System checks your document in modules. Module "a" is the first to be checked, Module "b" the second, and so on right through Module "z". While the spellcheck operation is in progress (your screen will be blank) it is possible to press the "Commodore Logo" key (lower left on the keyboard) and get an indication on the screen of what module is currently being checked.

When Fleet System finishes checking Module "z," it will automatically proceed to check words found in the User Dictionary. As Fleet System checks the User

Dictionary, you can also press the Commodore Logo key and the Status Line will show **User Word 00001** (or the number currently being worked on) with the number moving upwards numerically to reflect the next word in the User Dictionary. When Fleet System has finished spell-checking, it moves into the Spell Checker Edit Mode.

Please note that Fleet System enables you to store the User Dictionary on a disk other than the System Disk. The reason you may want to do this in the future is that obviously there would be much more space available for adding words to the User Dictionary (up to 12,000 words). If you do choose to store the User Dictionary on a separate disk, Fleet System will ask you to insert that disk during each spell-check operation after the Program Dictionary has been checked.

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

- Add** - The first suspect word ("Jefferson") is correct but is not in either of the spell-checker dictionaries. By pressing **a**, we can add this Suspect Word to the User Dictionary. Please now press **a**. The highlighting of the word just added will disappear and the word will be placed in computer memory for addition to the User Dictionary at the end of the spellcheck process. The cursor will automatically jump to the next Suspect Word.
- Ignore** - The next word which is highlighted ("mononucleosis") is also correct but comes up so infrequently that we do not want to bother adding it to our User Dictionary. By pressing **i**, we can "ignore" this Suspect Word. Please now press **i**. The flashing highlighting will then automatically move to the next Suspect Word. Ignoring a Suspect Word leaves the word intact in the text and does not add the word to the User Dictionary.
- Correct** - The last word "softwhare" which is now highlighted is in fact a misspelled word. Please now press **c** in order to correct the spelling of the misspelled word. The Suspect Word will no longer be

highlighted and a flashing cursor will be on the first character. Horizontal cursor movement can be made by pressing the <CRSR LEFT/RIGHT> key. Also, you may use the <INST/DEL> key to insert or delete text within a Suspect Word. Let's correct the word "softwhare" by simply deleting the letter "h". When you finish editing the Suspect Word, press <RETURN> to accept the corrected word. Notice that the cursor has moved to the next occurrence of the same incorrectly spelled word and that the word is displayed on the Status Line. This is another powerful feature of Fleet System which will be explained next.

Correcting Identical Suspect Words

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

With the cursor still on the next occurrence of the same Suspect Word "softwhare," simply press the <ARROW UP> key. The corrected version of the word

"software" entered earlier will be inserted at this location automatically by Fleet System. At this point, press <RETURN>. After the word "Jefferson" is added to the User Dictionary, the message **Spellchecking completed** will appear in the Status Line Area. If any additional Suspect Words had existed, pressing <RETURN> would have caused you to proceed to the next occurrence of the Suspect Word. When Fleet System reaches the last occurrence of that Suspect Word, it will move to the next different Suspect Word.

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

THE "OPTIONS" PROGRAM

Besides the ability to quickly proofread text, Fleet System offers other features which allow you to customize your User Dictionary or to obtain various kinds of information about your text files. These extra features are contained in a separate program called "op" (which stands for "options") located on the program side of the Fleet System Diskette.

Since the "op" program cannot be accessed while Fleet System is in Computer Memory, you will need to exit the Word Processor. Then, you may load and run the "options" program by typing the following BASIC command.

```
load"op",8 <RETURN>
```

Upon loading, the Options Program Logo will display for approximately 45 seconds. Then the "Options Menu" will be displayed. It may be useful to note that from almost any point within the Options Program there is a "Print Screen" (Hard Copy) feature available. This means that at almost any time you can print the contents of the screen on the printer by pressing the <F7> function key. This feature is handy for printing words after a search is completed or before a

deletion is performed. To select any option, simply type the corresponding number and press <RETURN>. The function of each option is described below:

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

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

Whenever an update is performed, it is necessary for Fleet System to rewrite the User Dictionary. For this reason, if there is not enough space on your disk to rewrite the User Dictionary, Fleet System will automatically ask you what type of disk drive arrangement you are using. You would then be prompted to replace this disk with a blank formatted disk or insert the formatted disk into the other drive (for dual drive users).

If you are using two single drives together, each drive needs to be properly modified by a technician to have a different Device Number. One drive should be set at 8 and the other at 9.

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

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

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

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

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

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

5. **Delete Words from User Dictionary** - This option allows you to delete any unwanted words that have been stored in the User Dictionary. When selecting this option you may be asked to tell Fleet System what type of disk drive arrangement you are using (similar to the Update Option). This is because the User Dictionary is rewritten after the deletions are made (see Update Option).

If you are using two single drives together, each drive needs to be properly modified by a technician to have a different Device Number. One drive should be set at 8 and the other at 9.

Note: If you have already selected a disk drive configuration in the Update Option, it will not be necessary to select it again unless you have since exited the "Options" program.

After entering the word you wish to delete, press **<RETURN>**. Make sure the disk containing the User Dictionary is in the proper drive and press the **<SPACEBAR>** to continue. While the delete operation is in progress, several messages will be displayed on the screen. After the word is found, a "confirmation" prompt will display asking if you are sure about deleting this word. If you wish to delete the word, then press **y** for yes followed by **<RETURN>**. If you decide not to, simply press **n** (for no) or **e** to exit this option.

Like the "Search Word" feature, this option can utilize the single and multiple character search methods. Both methods will then delete words with similar spellings. For example, if you entered the text **abc***, then Fleet System would search or "match" all User Dictionary words that begin with "abc". After finding these words, Fleet System will ask individually for each word if you are sure you wish to delete the word. In response to each prompt you have the option to answer yes, or no or to exit.

- 6. Frequency and Statistics Reports** - Be sure to specify the destination of printing by using Option 1 before accessing this option. This option provides you with various kinds of information about any Fleet System text

file. The Frequency Report (also known as the "Word Frequency Report") provides you with a listing of all selected words and the number of times each word appears in the document. The Statistics Reports include detailed information about all words, sentences and paragraphs of the text file.

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

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

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

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

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

Report Two concerns the following:

No. of Different Words	Average Word Length
No. of Unique Words	No. of Words Per Sentence
No. of Sentences	No. of Words Per Paragraph
No. of Paragraphs	No. of Sentences Per Paragraph

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

Section 11

DISK DRIVE COMMANDS

When operating Fleet System 2 with your disk drive, there are three types of commands that can be used. The first type is the "File Mode" that we reviewed in Section 9. The second and third types of commands that can be sent to your disk drive will be covered in this section.

HOW TO READ A DISK ERROR

The second type of command allows you to find out the kind of disk error your disk drive is experiencing. For instance, if the red light of the disk drive is on or flashing, this command will display the actual error message. To use this type of Disk Command, PRESS the <FCN> key followed by , (comma). This will immediately display the error message in the upper left-hand corner of the screen. You may then want to consult the user's manual of the disk drive for the appropriate definition of the disk error message.

DISK COMMANDS

The third type of command gives you direct access to seven functions which affect the diskette in your disk drive. To begin entering this type of

command you need to PRESS the <FCN> key, then PRESS the . (period) key. This will instantly display a "greater than" sign (>) in the upper left-hand side of the Status Line followed by a mini-cursor. You must then enter one of the letters listed in the following table.

- i **"initialize"** a diskette
- n **"new"** or format a diskette
- c **"copy"** a file to another formatted diskette* or onto the same diskette
- d **"duplicate"** a diskette, that is, make a backup, an exact duplicate*
- r **"rename"** a file already on a diskette
- s **"scratch"** a file off a diskette
- v **"validate"** the contents of a diskette

* These functions can only be performed with a CBM 64 compatible Dual Floppy Disk Drive. Also, these commands cannot work when two 1541 disk drives are connected together.

INITIALIZE the diskette(s) in one or both drives

This disk command simply tells the disk drive to align itself with the diskette inserted. This will ensure that the drive can read and write text properly. Once you have entered the Disk Mode (the > sign will be displayed in the upper left-hand portion of the Status Line), enter the following command:

TYPE **i** and PRESS **<RETURN>**

NEW a diskette: (Format, or Header a diskette)

When you want to use a diskette for the first time or reuse a diskette on which the data is of no further use, the diskette must be "formatted" (or reformatted) into tracks and sectors. This is the purpose of the "new" or "format" command.

First, enter the Disk Mode by PRESSing **<FCN>** . (period). When the Status Line displays a > sign (meaning you are in the Disk Mode), you enter the following:

n Drive #:name of diskette** ,id# **<RETURN>****

The underlined characters will be present every time you format a disk. The non-underlined characters will change according to whatever you desire to enter. The "**name of the diskette**", which will be its permanent identification, must not contain more than 16 characters. In naming the diskette do not use

special punctuation marks; use letters, numbers and/or spaces only. The variable "id#" following the comma, is the identification number of your diskette. The "id#" should be a two-digit number.

As an exercise, place a new diskette (or an old one that is ready for erasure and reuse) into the disk drive, with the label up and the recording window to the rear. After entering the Disk Mode (<FCN> .), enter the "new" or "format" command by TYPING:

n0:practice disk,02 <RETURN>

The newing of a diskette takes about a minute and a half on the 1541 drive.

There is a shortcut for newing a diskette that has already been formatted without changing its identification number. You need to enter the Disk Mode, and then enter:

n Drive#:name of diskette <RETURN>

This function takes only a few seconds.

COPY one or more files

This command will copy files by one of two methods. The first method involves making an extra copy of any file on a diskette to the SAME diskette. The only consideration to keep in mind when performing the method of copying a file, is to give the copy a different name from the original. The second method

involves copying a file from one diskette to another diskette. This requires having a Commodore 64 compatible dual drive in order to successfully operate the command. The diskette you're copying TO must already be formatted.

To copy a single file from one drive to another, first enter Disk Mode by PRESSING <FCN> . (period).

c new#:new filename = old#: original filename <RETURN>

The "new#" is the drive number of the drive you're copying to while the "old#" represents the drive you're copying from. If you have a single disk drive they will both be 0.

The other useful copy command is for copying all files from a disk in one drive to a disk in another drive. Thus, having a CBM 64 compatible dual drive unit (not two 1541's connected together) will be needed. The diskette you are copying to (the "target" diskette) must already be formatted before receiving a copy of the files from the "source" diskette. For our example, let's say we are copying files from drive 0 to drive 1. Once you have entered the Disk Mode, TYPE the following:

c1=0 <RETURN>

If there are many files to be copied this method is slower than the following "Duplicate" method which duplicates the whole diskette but it has the advantage of being a non-destructive operation, in that other files already on the target diskette will not be destroyed.

DUPLICATE (back up) a diskette

This disk command allows you to create an identical diskette for the benefit of having a security or backup copy.

This command applies **ONLY if you have a dual disk drive**. We cannot warn you too strongly about being ACCURATE in this command. A simple inversion of the drive numbers can erase all your active files. Unlike the copy command, it is not necessary to format a diskette before making a backup onto it. After entering the Disk Mode (<FCN> .) either of the following commands can be used:

To duplicate drive 0 to drive 1, TYPE **d1=0 <RETURN>**

To duplicate drive 1 to drive 0, TYPE **d0=1 <RETURN>**

It is important to note that either duplication command will FORMAT (and DESTROY any contents that exist) the "target" diskette and, of course, make an identical copy of the "source" diskette.

RENAME a file

This Disk Command simply changes the title of a file on a diskette without in any way affecting its contents. The new title you give to the file must not already exist on the diskette and must not contain more than 16 characters (these are the only limitations). After you enter the Disk Mode, to rename a file in drive 0 you would type:

r0:new filename=old filename <RETURN>

The "r" means "rename" and the "0" (the number zero) is the drive number.

This function does not change the name that you have put in the "Comment Line" of the file itself, only the name in the Directory of the diskette.

SCRATCH a file from a diskette

To scratch a file means to erase the file from a diskette. So use this Disk Command with the greatest of care. A scratched file is not recoverable either with Fleet System 2 or directly in BASIC.

The safest way to avoid errors is to do the scratching from a Directory of the files on your Document Diskette. (If you have text in the Main Text area go to the Extra Text area and display a Directory). Set your cursor on or just

in front of the first character of the filename you want to scratch. You may use the tab key (ARROW LEFT) to position the cursor correctly for the right-hand column. Once you enter the Disk Mode, TYPE the following:

s Drive#: <ARROW UP> <RETURN>

It is also possible to scratch several files that begin with the same group of letters using one command. But again, do it with great care. If your Directory contains amongst others the following titles "file Harold", "file Randy", "file Mary", "file Lorna", and you want to scratch them all, here is the command that will do it. Enter the Disk Mode and TYPE the following:

s0:file* <RETURN>

The asterisk is the universal character that allows all the files starting with the letters "file" to be scratched whatever the rest of their titles may be.

VALIDATE a diskette

To validate the contents of a diskette means to ask your disk drive unit to do a housekeeping job on any files that are "bad". It also deletes diskette files that were wrecked by never being closed properly.

You will recognize the need for validating files when you have trouble storing files on a diskette even though you know there is sufficient space available on the diskette (100 blocks or more).

The command for validating a diskette once you have entered the Disk Mode is:

v Drive# <RETURN>

Now that we have reviewed the many ways to manipulate Fleet System 2 files on a diskette, you are ready to read about a few special features of Fleet System 2 in the next section called "Supplementary Features".

* * * * *

Section 12
SUPPLEMENTARY FEATURES

1. Creating Spanish Language Text
2. The Word Counter
3. Musical Warning Sound
4. Restarting The Fleet System 2 Program
5. Exit to BASIC
6. Creating "Sequential" Files and ASCII Files
7. CBM Sequential File Mode
8. Accessing Special Printer Features

CREATING SPANISH LANGUAGE TEXT

Fleet System 2 allows you to create the special accented characters required for printing Spanish language text. These characters, once present in your text file, will print properly on Commodore model 1525, 1526 or MPS 801 printers (provided that you also select the appropriate printer model when you load the Fleet Writer program). Special procedures may be required in order to print these characters with other printers.

To produce special accented characters refer to the following table:

reverse exclamation mark:	PRESS <SHIFT> 0
reverse question mark:	PRESS <SHIFT> =
Peseta sign:	PRESS <SHIFT> +
u trema:	PRESS <SHIFT> -
ñ	PRESS <SHIFT> *
a with an accent:	PRESS <SHIFT> @ then PRESS a
e with an accent:	PRESS <SHIFT> @ then PRESS e
i with an accent:	PRESS <SHIFT> @ then PRESS i
o with an accent:	PRESS <SHIFT> @ then PRESS o
u with an accent:	PRESS <SHIFT> @ then PRESS u

THE WORD COUNTER

Journalists, students or writers often need to know the approximate number of words in their text. Fleet System 2 counts them for you in the Text Area where you are working. The number calculated does not include the words within commands or Comment Lines -- only the actual text as it would be printed on the screen or on the printer. The command to "count" the words is: **<FCN> 3**. Once these keys have been pressed, Fleet System 2 posts the number of words on the Status Line.

MUSICAL WARNING SOUND

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

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

RESTARTING THE FLEET SYSTEM 2 PROGRAM

There are a number of reasons why you might want to "restart" the Fleet System 2 program. A frequent reason is a need to switch to 40, 80 or 120 column mode for text entry. Another reason might be simply to clear with a single operation a "clutter" of entries in Main Text, Extra Text and Tab settings.

Of course you could "clear" the computer by exiting from the program and reloading. However, the "Restart" feature allows you to clear all text and all settings without taking the time to reload. To restart, use the command <FCN> <SHIFT> r. Then press either <RETURN> to confirm or <FCN> to abort. The first option you will be given will be to select 40, 80 or 120 columns for Edit Mode. Then you will find yourself in Edit Mode with a clear screen.

EXIT (Return) TO BASIC

It is sad, but all good things must come to an end ... jobs other than Word Processing may be waiting for your computer. A cold restart (powering off and back on the equipment) is hard on the peripheral equipment. Fleet System 2 lets you go back to BASIC without touching a single switch, and everything is exactly the same as if you had just turned on your computer. The command is <FCN> <SHIFT> b. This also is a **dangerous command**, because it will destroy all

text on the screen (memory) when it causes an exit to BASIC. You must confirm this feature with either <RETURN> or the letter **y** if you are really ready to wipe out everything in the computer memory. If you do not want to exit PRESS either <FCN> or the letter **n**.

CREATING SEQUENTIAL FILES AND ASCII FILES

When you use the File Mode functions in the ordinary way for storing your text on diskette, the files are recorded in "screen code text files", which is the most advantageous for word processing. However, other kinds of programs do not "like" screen code text files. To use files prepared with Fleet System 2 in conjunction with other programs, or to create a long "mailing list" to be merged into Fleet System 2, the Fleet System 2 "Output to Disk" command allows the option of outputting ("printing") files to a diskette in several different formats. To start outputting a special type of file to disk the command is:

<FCN> o d

Fleet System 2 then asks you on the Status Line: "Cbm Ascii Printer" and you must press either **c**, **a** or **p**. You then add the drive number (of the drive on which the new file will be stored), followed by the name you are assigning to the file, followed by <RETURN>.

The meaning and use for each of these 3 types of files that you can write on the diskette are now going to be defined:

CBM Sequential File

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

An extra feature lets you use the punctuation marks "," and ":" that are normally excluded by the limitations of the BASIC "input#" command. Without your having to think about it, Fleet System 2 sees to it that every line of the CBM file begins with a double quotation mark, and that all the double quotation marks within the text are changed to single quotation marks. With this provision the "input#" command works perfectly.

The most frequent application for this file type is to create a sequential file containing variable entries (on diskette) to be merged into variable blocks during a data merge operation. You have already used a CBM sequential file this way.

Another application lets Fleet System 2 prepare lines of text that will be used on the screen during the running of a BASIC program. When using such a sequential file in BASIC, you first open the file, and then "input#" the records as you need them for printing on the screen (or on a CBM matrix printer). There is no need to use the slow "get" command. The faster and more convenient "input#" command is sometimes not used because it cannot handle strings longer than 80 characters. However, since Fleet System 2 files are constructed using strings less than 80 characters in length, you can use the "input #" command with files created by Fleet System 2.

ASCII File

An ASCII file can be used for purposes similar to those mentioned above under the CBM file, except that it is intended for an ASCII printer. Here you may have difficulties with Spanish language accented characters. A standard ASCII printer, even if you install a daisy wheel containing accents, cannot, without modification, print accented letters. If you have to print accented characters you are better off using the next type of file.

Printer File

Choosing this type of file sends to the diskette exactly what would be sent to the corresponding printer that you designated when you set up Fleet System 2. It sends text, line changes, justification, margins and all the rest. Double quotes are added at the beginning of the lines, but there is no conversion of characters.

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

CBM SEQUENTIAL FILE MODE

Fleet System 2's CBM Sequential File Mode enables you to work with sequential files in much the same way you work with a standard text file. The Sequential File Mode enables you to recall, store and insert CBM sequential files. Once a sequential file is recalled, you may use Fleet System 2's powerful word processing functions to edit the sequential file and then store it on disk just the way you would a standard text file. The most common use for the Sequential File Mode will probably be to edit sequential files created in other

programs (e.g. database programs) or in BASIC before merging them into standard text files in Fleet System.

NOTE: This feature is designed for use only with sequential files stored in the Commodore Pet ASCII format. If you wish to create sequential files in the Standard ASCII format, you need to use Fleet System's Output to Disk capability. Also, note that this section covers one of the more advanced Fleet System functions and assumes knowledge on your part concerning the definition and uses of sequential file. It is beyond the scope of this manual to cover this information in detail. Of interest to customers well versed in BASIC programming, storing a sequential file using this feature does not insert a double quotation mark at the beginning of each line. This can be helpful if you plan to utilize a BASIC compiler.

To access the Sequential File Mode, you must first access the normal File Mode by PRESSING <SHIFT> <CLR/HOME>. Once the prompt "Recall Store or Insert" is displayed on the Status Line PRESS the letter a to enter the CBM Sequential File Mode and the following prompt will appear:

CBM ASCII: Recall, Store or Insert

Each of these options will be discussed below:

Recalling a CBM Sequential File

This option is used to recall from disk a CBM Sequential File. With the cursor "homed" at the top of the Text Area, PRESS **r** for recall and TYPE the **name of the sequential file** and then PRESS **<RETURN>**. Any text which is currently displayed on the screen will be replaced with the sequential file. Remember that just as with a standard text file, if the sequential file is too large to fit into Main Text, then only the portion of the file that will fit will be recalled. Once the sequential file is recalled it can be edited and manipulated in much the same way as a standard text file.

Storing a CBM Sequential File

The method of storing a sequential file displayed on the screen is identical to storing a standard text file. PRESS the letter **s** for store, enter the drive number on which to store the file and then TYPE a name for the sequential file and PRESS **<RETURN>**. Please note that if you enter a name which already exists on disk (whether it's a sequential file, standard text file or any other type), that file will automatically be overwritten, so exercise caution when storing sequential files.

Insert a CBM Sequential File

This option is used to recall a CBM Sequential File from disk and "insert" it into a sequential file that is already displayed on the screen. In other words, this feature operates exactly as it would for a standard text file. To insert a sequential file into another sequential file currently displayed on the screen, place the cursor at the desired location and PRESS the letter i for insert. Next, enter the name of the file you wish to insert into the file on the screen. This feature is very useful for combining two sequential files (just as it is for standard text files) but remember that the total length of the two or more files cannot exceed the maximum number of lines in the text area.

Please keep in mind that all of the CBM Sequential File Mode features can only be used to recall and store CBM ASCII Sequential Files.

ACCESSING SPECIAL PRINTER FEATURES

The ability to access special printer functions is referred to as the Special Character feature. This feature allows you to order certain special printing functions (condensed print, underlining, enhanced print, italics or superscripting) on your printer. Some of these special printing functions were already covered in the Fleet System 2 manual. However, the methods discussed earlier in the manual will not work with all printers, because not all printers

can perform certain functions and not all printers use the same ASCII control codes.

NOTE: The Special Characters feature can only be used with standard ASCII printers and not printers that use Commodore PET ASCII.

If your printer is capable of performing a given function (e.g. boldface) and the method explained earlier in the Fleet System 2 manual does not work, then you should use the method discussed here. Also, if the printer function is entirely different from anything covered elsewhere in your manual (e.g. italics or condensed print) then you should use this method also.

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

The first step required to access these special printer functions in Fleet System 2 is to assign each ASCII control code that will be used to a "Special Character Number" between 0 and 9. This needs to be done on a Format Command Line (a line beginning with a checkmark) at the top of a text file. Create a Format Checkmark in the first column of a blank line above the beginning of text in the file. Then for each ASCII control code that will be needed in your text, enter the number (between 0 and 9) that you wish to set equal to the specific ASCII value of the function you desire, as in the following example:

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

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

After establishing this Format Command Line, we may now access or "call up" any of these Special Character Numbers within the text of our document. To access a Special Character Number within Edit Mode first PRESS **<FCN> <ARROW UP>**. Next, TYPE the Special Character Number you desire. An example is provided below showing a Special Character Number being accessed from our Format Line:

<FCN> <ARROW UP> 0

In our example, Special Character Number 0 (which has been assigned the ASCII value of 27) is being accessed. Note that we access the Special Character Number by its **number 0, and not its ASCII value, 27.**

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

To access any Escape Code Sequence, you need to define a Special Character Number to be the Escape Code (27) and begin each Escape Sequence with that Special Character Number. There may be times (depending on your printer) where an Escape Code Sequence includes a character not accessible from the keyboard, and hence another Special Character Number may have to be used to access that character. For example if Special Character Number 0 was set equal to 27 (the Escape Code) and if Special Character Number 1 was set equal to the ASCII character value of the character not accessible on the keyboard, the Escape Code Sequence would be entered as follows:

<FCN> <ARROW UP> 0 <FCN> <ARROW UP> 1

Most of the time, however, Escape Code Sequences contain letters or other characters accessible on the keyboard. A typical example might be an "Escape A" sequence. If Special Character Number 0 was set equal to ASCII 27 (the Escape Code) in the Format Command line an "Escape A" sequence would be entered down in the text as follows:

<FCN> <ARROW UP> 0 A

Note that upper case "A" and lower case "a" are different characters! YOU MUST USE THE EXACT CHARACTER SHOWN IN YOUR PRINTER MANUAL.

The following table is a partial listing of special printer functions and the required Escape Code Sequences which are available on one popular printer model. Remember, this list applies only to this particular printer. Consult your own printer manual for the Escape Code Sequences used by your particular printer.

Superscript on	[ESCAPE] S [ASCII 0]
Subscript on	[ESCAPE] S [ASCII 1]
Super/Subscripts off	[ESCAPE] T [ESCAPE] H
Italics on	[ESCAPE] 4
Italics off	[ESCAPE] 5
Doublestrike on	[ESCAPE] G
Doublestrike off	[ESCAPE] H
Underline on	[ESCAPE] - [ASCII 1]
Underline off	[ESCAPE] - [ASCII 0]

NOTE: Use a Special Character Number assigned to 27 for [ESCAPE].
Use a Special Character Number assigned to 0 for [ASCII 0].
Use a Special Character Number assigned to 1 for [ASCII 1].

If you wished to use the doublestrike feature on this printer, you would need a Format Line at the top of your document created as follows:

PRESS <SHIFT> <f1> then TYPE 0=27 <RETURN>

To doublestrike a portion of text you would turn on the doublestrike print mode as follows:

<FCN> <ARROW UP> 0 G

You would turn off the doublestrike print mode as follows:

<FCN> <ARROW UP> 0 H

Here is an example of some text printed on this printer, in which both underlining and italics are produced within a sentence:

This sentence contains both underlined
text and *text printed in italics.* This
sentence is "back to normal."

The above example was produced by typing in the following information:

This sentence contains both <FCN> <ARROW UP> 0 - <FCN> <ARROW UP> 2
underlined text <FCN> <ARROW UP> 0 - <FCN> <ARROW UP> 1 and <FCN> <ARROW UP> 0 4
text printed in italics *<FCN> <ARROW UP> 0 5* This sentence is "back to normal."
<RETURN>

We suggest that you consult your printer manual for the appropriate Escape Code Sequences required to perform the various features available in your printer. You may then set them up and even place them in Extra Text as Appends which can be memorized and recalled from disk.

NOTE: When using Special Characters in a document in which the justification is turned "on", the lines which contain Special Characters will not be justified correctly.

Also note that Special Characters can only be used with standard ASCII printers and not with printers which utilize Commodore Pet ASCII.

* * * * *

Section 13

ERROR MESSAGES

The following list consists of Error Messages displayed when using Fleet System 2. These messages are listed alphabetically to serve as a quick reference. Messages in ALL CAPS come from the operating system.

Data not all used

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

Dictionary file error

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

DISK FULL

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

DOS MISMATCH

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

DRIVE NOT READY

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

1st char. not a letter

The first letter of the name of a file must without exception be a letter. Figures, symbols, and punctuation marks are not permitted.

FILE NOT FOUND

A command to recall a non-existing file has been given. The cause may be a spelling mistake in the name or that the file you requested is not on the disk.

FILE TYPE MISMATCH

You have tried to recall a file that is not compatible with Fleet System 2.

Header > page

The value given to the "vp" command cannot be greater than that given to the "pg" command.

Illegal Command

General message when printing, indicating that an error has been detected.

Insert disk with Program Dictionary

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

Insert disk with User Dictionary

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

Last line not empty

You have ordered a Range Transfer operation when every line in the Text Area is filled. At least one empty screen line is needed at the end of the Text Area.

Left margin > right

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

Line beyond limit

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

Line spacing > 3

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

Margin error

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

No blocks found

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

No range defined

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

Not enough data for blocks

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

No tabs set

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

No text

You have asked Fleet System 2 to print or to count words when there is no text in the Text Area in which you are working.

Non-global operation

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

"pg" too great

The value given to "pg" cannot be greater than that given to "pp".

Printer not present

You have tried to output text to a printer that has not been turned on or not connected properly. Fleet System 2 cannot detect that there is a printer connected if its power switch is not turned on.

READ ERROR

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

Right margin > 163

The highest value you can give to the right margin is 163. Please keep in mind that there are not many printers that will handle lines that long.

Right margin = 0

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

Syntax error

There is a mistake in a format command, in the way it is written: incorrect command letters, a comma in the wrong place, a colon missing, a title that is too long ...

Too much text to recall

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

WRITE ERROR

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

WRITE PROTECT ON

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

* * * * *

Section 14

RAPID REFERENCE TO COMMANDS FOR COMMODORE USERS (Atari Users See Appendix)

EDITING COMMANDS

<u>COMMANDS</u>	<u>DESCRIPTION</u>
<CRSR LEFT/RIGHT>	moves the cursor to the right (auto-repeat)
<SHIFT> <CRSR LEFT/RIGHT>	moves the cursor to the left (auto-repeat)
<CRSR UP/DOWN>	moves the cursor down (auto-repeat)
<SHIFT> <CRSR UP/DOWN>	moves the cursor up (auto-repeat)
<CLR/HOME>	jumps the cursor to the top left corner of the screen.
<CLR/HOME> twice	jumps the cursor to the top left corner of the file. (displays the top lines of the text currently in memory).
<INST/DEL>	deletes one character to the left of the cursor and adjusts the text to fill the space.
<SHIFT> <INST/DEL>	pushes the text on the right of the cursor one space to the right by inserting one space.
<RETURN>	leaves an arrow left on the screen, and terminates the paragraph or the short line that it follows.

- <SHIFT> <RETURN> jumps the cursor to the beginning of the following line making no other change.
- <ARROW LEFT> functions as the **Tab key**, jumping the cursor to the next tab.
- <ARROW UP> marks the beginning or the end of the **Append nickname** in the Extra Text area. It prints a vertical line on the screen.
- <SHIFT> <ARROW LEFT> sets or creates a **Regular Tab stop**. Once created, the tab stop is attached to the Tab Indicator Line.
- <FCN> <ARROW LEFT> **Clears a Tab** at the cursor location.
- <FCN><SHIFT><ARROW LEFT> **Clears all Tabs**.
- <f3> enters or exits from the **Insert Mode**.
- <SPACEBAR> leaves one **blank space** on the screen, erasing anything that may have been there before. **(auto-repeat)**

<SHIFT> <SPACEBAR>

leaves a large "+" on the screen, indicating a **forced space**.

A forced space:

1. is not subject to increase by justification.
2. is not recognized as a possible line ending.

<SHIFT> <CLR/HOME>

enters the **File Mode**.

FUNCTION COMMANDS FOR COMMODORE USERS (Atari users see APPENDIX)

FUNCTION	BRIEF DESCRIPTION
<FCN> a	calls in an Append from the Extra Text Area.
<FCN> b	creates a rectangular "b"lock symbol in Main Text Area.
<FCN> <SHIFT> B	exits to "B"asic -- You must confirm with <RETURN>. <p>(Store the text in the computer memory before using this command, otherwise you will lose it).</p>
<FCN> c	"c"opies a previously defined range, from the current position of the cursor, overwriting what was there.
<FCN> d	"d"elete text. Must be followed by: <ol style="list-style-type: none"> 1. w (for word) You may press it several times to delete several consecutive words. 2. s (for sentence) You may press it several times to delete several sentences. <p>Confirm with <RETURN></p>
<FCN> e	"e"rase text. Must be followed by: <ol style="list-style-type: none"> 1. a to erase "a"ll the text in computer memory. 2. e to erase text from the cursor to the "e"nd of the text.

3. **r** to erase a **"r"ange** that has already been defined.

Confirm with <RETURN>

<FCN> **f**

"f"ind a word in a text

1. **l** (for **local**)

2. **g** (for **global**)

<FCN> <SHIFT> **F**

"F"inds the first empty block in the Main Text area, permitting manual insertion of text.

If there are no empty blocks the cursor stops at the end of the last line of the text in the computer memory.

<FCN> **g**

"g"lobal copy of files from one diskette to another.

<FCN> **h**

"h"unt for the next occurrence of the word in a Find function.

<FCN> <SHIFT> <H>

"H"unts for the next linked file after every occurrence has been found in a previous linked file. This will continue the Global Find feature by getting the next linked file.

<FCN> **i**

"i"nserts the next group of variables from the Extra Text area into variable blocks in the Main Text area.

<FCN> **j**

"j"umps cursor to desired screen line.

<FCN> **k**

"k"ills (empties the contents of) the next variable block beyond the current position of the cursor.

- <FCN> **m** turns off or on a warning "**m**"**usical sound** that announces the end of certain Fleet System 2 functions.
- <FCN> **n** sets a "**n**"**umeric tab**
- <FCN> **o** "**o**"**utput** -- enters Output Mode. Will output text to screen, printer, or disk when followed by:
- v** (for "**v**"**ideo**). Used alone, this feature outputs the text from the computer memory to the screen. Preceded by the letter/number:
 - f** plus the page to print "**f**"**rom** allows you to print from a selected page.
 - l** fills empty blocks from the Extra Text area "**l**"**ist**.
 - s** plus name of file fills empty blocks from the named "**s**"**equential** file.
 - g** plus name of first "**g**"**lobal** file outputs a series of linked files
 - 4** sets the text width for **video output at 40 characters**.
 - 8** sets the text width for **video output at 80 characters**.

2. p (for "p"rinter)

Unless you specify "global" this feature outputs to the printer the text that is in the computer memory, that is, the text that is displayed on the video screen.

Preceded by the letter:

f plus the page to print **"f"rom** allows you to print from a selected page.

l fills empty blocks from the Extra Text area **"l"ist**.

s plus the name of **"s"equential** file fills empty blocks from the named sequential file.

g plus the name of first **"g"lobal** file of a series of linked files.

c **"c"ontinuous printing** for fan-fold or roll paper.

n plus a number from 2 to 155 to print a **"n"umber** of identical copies

3. **d** (for diskette) -- You must then choose **one** of the following file types:
- **"c"bm** for use with Fleet System 2.
 - **"a"scii** for the use of an ASCII device.
 - **"p"rinter** for the use of the printer specified when loading the program

<FCN> r defines a **"r"ange** in the text displayed on the screen
<CRSR UP/DOWN> increases the range
<SHIFT> <CRSR UP/DOWN> decreases the range
<RETURN> confirms the range

<FCN> <SHIFT> R **"R"estarts** Fleet System 2 -- You must confirm with **<RETURN>**
First store any text from the computer memory that you want to keep, otherwise it will be lost. This command permits you to change the line length used in the Edit Mode by selecting **a** (for 40 columns), **b** (for 80 columns) or **c** (for 120 columns).

<FCN> s activates the **"s"pell checker** which will proofread your displayed text file.

- <FCN> x displays the **"ex"tra text area** on the screen
 or returns to the **main text area**.
- <FCN> 0 <RETURN> displays the **directory** of the Fleet System 2
 files on the diskette in **drive "0"**.
- <FCN> 1 <RETURN> displays the **directory** of the Fleet System 2
 files on the diskette in **drive "1"**.
- <FCN> 2 requests a **Selective Directory** -- Type in the
 drive number either 0 or 1
 If you want all the files and programs on
 the diskette simply confirm by pressing
 <RETURN>.

If you want to select certain files on the diskette, there are several options available as shown on the next page. Enter your choice before pressing <RETURN>.

Meaning of the symbolsExamples of selective keys

<p>* -- says to list all the files beginning with the letters to the left of the "*" </p> <p>? -- replaces any letter for "wild card" selection </p> <p>= -- limits the selection to the type of file represented by the letter specified </p>	<p>abc* -- all files beginning with "abc"</p> <p>xyz??? -- all files with a 6-letter name that begins with "xyz"</p> <p>? -- all files with a 1 letter name</p> <p>?? -- all files with a 2-letter name</p> <p>a?c -- all files with a 3-letter name that begins with "a" and ends with "c"</p> <p>*=p -- all "program" type files</p> <p>*=s -- all "sequential" files</p> <p>*=r -- all "relative" files</p> <p>*=u -- all "user" (text) files</p> <p>abc*=u -- "user" (text) files beginning "abc"</p> <p>?=u -- 1-character "user" (text) files</p>
---	---

<FCN> 3	Counts the words in the memory of the computer and posts the number on the Status Line.
<FCN> 4	creates the symbol to superscript
<FCN> 6	creates the symbol to subscript
<FCN> 8	creates the symbol to begin bold face
<FCN> 9	creates the symbol to end bold face
<FCN> .	gives access to any disk drive command
<FCN> ,	reads the disk unit error messages
<FCN> :	creates the symbol to begin underline
<FCN> ;	creates the symbol to end underline
<FCN> @	enters Search and Replace mode -- Follow by: <ol style="list-style-type: none">1. l for "local-- only in computer memory2. g for "global-- for global files
<FCN> =	totals a column of up to 12 figures above and to the immediate left of the cursor. If a range has been defined you must answer either r for range or t for text.

- <FCN> -** **soft hyphen symbol** -- disregarded by Fleet System 2 unless the word needs to be hyphenated at the time of printing.
- <FCN> <ARROW UP>** creates an "arrow-up" symbol for using a **special character**. It must be followed by a number from 0 to 9
- <FCN> <CLR/HOME> <RETURN>** returns to the **beginning** of a list of variable entries in the Extra Text area.
- <FCN> <CRSR UP/DOWN>** **rapid cursor down**
- <FCN>**
- <SHIFT> <CRSR UP/DOWN>** **rapid cursor up**
- <FCN> <INST/DEL>** **deletes a line**, adjusting the text below.
PRESS <FCN> again to return to Edit Mode.
- <FCN> <SHIFT> <INST/DEL>** creates a **blank line** by moving down the text below the cursor. PRESS <FCN> again to return to Edit Mode.

<FCN> <SPACEBAR>

separates variable information entries in the Extra Text Area. When the "separator" is used in place of <RETURN>, several variable entries can be placed on the same line to save space. However, when there are numerous <FCN> <SPACEBAR> separators it is necessary to use <RETURN> as a separator periodically. Do not exceed one 120-character line, or two 80-character lines, or four 40-character lines without a <RETURN>.

<SHIFT> <f1>

prints a checkmark on the screen to denote a format command. The checkmark must be the first character on a format command line.

FORMAT COMMANDS

<u>COMMAND</u>	<u>DESCRIPTION</u>
✓cn	center text - turn on with cn1 , off with cn0
✓cm:	comment line for the operator No part of the following comment is printed.
✓fa	form advance followed by a number from 1 to 19 sets the vertical spacing in lines per inch.
✓ft	footer followed by a number then (:) then 3 entries separated by commas.
✓fp	finish page can be used in two different ways: 1. Without a number it means finish page here 2. When it is followed by a number from 1 to the current value of 'pg' it means finish page here unless the specified number of lines can fit on the page.
✓hd	header followed by a number then (:) then 3 entries separated by commas.

- ✓hl** **header left margin** followed by a number from 1 to 163
 sets left margin for headers and footers.
- ✓hr** **header right margin** followed by a number from 2 to 164.
 sets right margin for headers and footers.
- ✓ju** **justify** text -- turn on with **jul**, off with **ju0**
- ✓ln** **line advance** followed by a number from 1 to 155
 leaves the specified number of blank lines.
- ✓lm** **left margin** followed by a number from 1 to 163
- ✓ma** **margin release** followed by a number from 1 to the
 current "lm" value -- causes one line only
 to "outdent" by that number of spaces.
- ✓nx:** **next file** followed by the name of the next
 file of a linked series -- must be the last
 line of text.
- <>** **Page numbering** beginning at 1. These symbols must
 be placed in the header or footer command in the
 left, center, or right-hand position depending
 upon where you want the page number to be printed
 on the page.

- √p#** specifies the **page number other than 1** with which to begin automatic page numbering.
- √pg** **page length** -- specifies how many lines from the top of the sheet the last line of the body of the text will be printed.
- √pp** **paper length** -- total number of print lines the paper you are using could contain. This depends on the value you specify in "fa".
- √ps:** **pause** followed by a brief message text -- halts the printer and prints the message on the Status Line. When you are ready, press **c** to restart the printer.
- √pt** **pitch** followed by a number from 1 to 19 sets the horizontal spacing in characters per inch.
- √ra** **right alignment** -- turn on with **ral** off with **ra0**.
- √rm** **right margin** followed by a number from 2 to 164.
- √sp** **line spacing** -- may be 1, 2, or 3 for single, double, or triple spacing respectively.

- √vp** **vertical position** followed by a number from 1 to the current value of 'pg' -- leaves the specified number of blank lines at the top of each page.
- √lf** **line space** -- On most printers you will not have to use this command. If your printer types over and over on the same line, embed an **lf1** command at the beginning of every file. If your printer gives you double spacing when you call for single spacing, embed an **lf0** command at the beginning of every file.
- √#=** **defines a special character** -- **#** signifies a single digit number from 0 to 9.

OUTPUT COMMANDS (at the time of printing)

The instructions given at the time a file is sent to output must always begin with the command: **<FCN> o** to access Output Mode.

At least one letter taken from the following list must be added, to complete the command:

COMMAND	DESCRIPTION
l	list -- inserts information from Extra Text into variable blocks in Main Text.
s	sequential file -- followed by the name of the sequential file and a <RETURN> inserts information into variable blocks from a sequential file already prepared on the diskette before printing.
g	global -- followed by the name of the first global file and a <RETURN> prints a series of files linked together with "nx" commands.
f	from -- allows you to start printing from a certain page.
c	continuous -- for fan-fold or roll paper.
n	number -- followed by the number of copies wanted.

- p** **printer** -- for a normal print-out on paper.
- v** **video** -- displays the text in final form on the screen.
- d** **diskette** -- makes a special diskette file.

The diskette option must be followed by:

1. **c, a** or **p**, the kind of file wanted
2. **0** or **1** -- the drive number
3. the name of the file
4. **<RETURN>**

Any output commands must be given in the following order:

1. **<FCN> o** -- always
2. the letters/numbers **l s g c 4 8** -- if used
3. the letter **n with its number** or the
letter **f with its number** -- if used
4. one of the letters **p v d** -- always

FILE MANAGEMENT

All File Management operations are accessed through the command:

<SHIFT> <CLR/HOME>

The following triple option prompt appears on the Status Line:

Recall Store Insert

"Recall" and "Insert" are similar in that they read a file from the disk onto the screen, starting at the current position of the cursor. However, "Recall" erases from that point on, the text that was in the computer memory, while "Insert" moves down the text from that point on making space for the new text, as long as there is space in the area where you are working.

1. **r** for **recall**
2. **i** for **insert**

Whether you use "Recall" or "Insert" you must choose from the following:

1. If you have a single drive, TYPE **name of file <RETURN>**
2. If you have a dual drive:
 - a. TYPE in **name of file <RETURN>** and Fleet System 2 will search both drives. If the same file name appears on both diskettes you cannot be sure which will be loaded. In this case it is safer to use "b" or "c" below.
 - b. Type in **0:name of file <RETURN>** to search only drive "0"

- c. Type in **l:name of file** <RETURN> to search only drive "1"
3. **s** (for **store**) stores to the diskette the file currently on the screen
Following this command you have two options:
1. If you want to store the **whole file** to the diskette:
TYPE the number 0 or 1 to specify on which drive.
TYPE the name under which you want it stored.
PRESS <RETURN> to confirm the series of commands.
 2. If want to store a **"r"ange** of lines already defined:
TYPE r
TYPE the number 0 or 1 to specify on which drive.
TYPE the name under which you want it stored.
PRESS <RETURN> to confirm the series of commands.
4. **c** (for CBM ASCII file creation) allows you to create an ASCII file in a "CBM" format. This feature is beneficial for data merging purposes, since you can recall and store a long name and address list contained in a CBM ASCII file.

* * * * *

SPELL CHECKER COMMANDS

<u>COMMANDS</u>	<u>DESCRIPTION</u>
<FCN> s	activates the "s"pell checker . Text file displayed on screen will be proofread.
a	"a"dds Suspect Word to the User Dictionary
i	"i"gnores a Suspect Word
c	allows you to "c"orrect the spelling of a Suspect Word
<ARROW UP>	the "arrow-up" key will insert the corrected copy of a Suspect Word.
<COMMODORE LOGO>	allows you to view the status of the spell-check while in operation.

<FCN>

aborts the spell-check in progress

0:filename

When using the Frequency and Statistics

Reports option, the **drive number and colon** can be typed before the filename of the text file. This command tells the Spell Checker to go directly to the desired text file. Drive 0 or 1 can be used in this command.

NOTE: Ensure that you are in the **40 COLUMN EDIT MODE** before accessing the Spell Checker feature of Fleet System 2.

CONVERT WORDPRO 3 PLUS/64 FILES TO FLEET SYSTEM 2

Before WordPro 3 Plus/64 text files can be used by Fleet System 2, a simple conversion must be made by a utility program contained on your Fleet System 2 diskette. Please note that once these files are converted, they can only be used with Fleet System 2. Also note that each converted file will replace the original file. The steps to convert an existing file are as follows:

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

ATARI FLEET SYSTEM 2 APPENDIX

Congratulations on your purchase of the Fleet System 2 word processing and spell checking program. Although Fleet System 2 was originally designed for the Commodore 64, it has been re-designed to operate on the Atari 800XL, 65XE, and 130XE model personal computers with a minimum of 64K computer memory, Atari DOS 2.5 or equivalent, and an Atari 1050 disk drive.

The purpose of this documentation is to supplement the Fleet System 2 manual for use with your Atari computer. Summarized below you will find instructions for loading Fleet System 2 into your computer, setting up the program to work with your printer, and an overview of the keys to be used in place of the Commodore keys listed in your Fleet System 2 manual. After completing the first part of this appendix, which explains the setup and loading procedure for Fleet System 2, please turn to lesson 2 of the Fleet System User's Guide. For specific reference to the Atari keystrokes and differences in operation consult this appendix as needed.

THE FLEET SYSTEM 2 SETUP PROGRAM

Place a disk containing Atari DOS 2.5 or equivalent in the disk drive and close the disk drive door. After turning on your disk drive and computer, Atari DOS will automatically begin to load. The BASIC "READY" message should appear on your screen. Before loading Fleet System 2 for the first time, however, it is necessary to set the program up to operate correctly with your particular brand of printer.

Once you have performed this set-up procedure, the printer selection will be stored on your program diskette. It will not be necessary to perform the set-up operation again unless you change printers. To load the printer setup program TYPE: RUN"D1:SETUP" and PRESS <RETURN>.

At this point a list of printers will display on your monitor screen. To select a printer from the setup menu, press the letter that is listed next to your printer model. (If your printer is not listed, please refer to your printer manual for information regarding what other printer model your printer "emulates.") After the printer selection has been made, respond to the printer line feed prompt that follows by pressing "y" for yes or "n" for no. The appropriate answer to this prompt can be found in your printer or interface manual.

Once the printer set-up is complete you will have the opportunity to select the colors for your screen display. Follow the instructions on screen and PRESS the appropriate keys repeatedly until you obtain the look you want. Then PRESS the <SPACEBAR> to exit from the setup program.

NOTE: To ensure proper printing, the printer interface must be set in "transparent mode" (if applicable). If the interface is in transparent mode, it will not alter the characters as they are sent from the computer to the printer. Instructions for setting the interface in transparent mode should be available in your interface manual.

LOADING FLEET SYSTEM 2

After the program has been set-up for your printer you will return to BASIC and the "READY" message will appear. To load the Fleet System 2 program at the READY prompt TYPE: RUN"D1:BOOT" and PRESS <RETURN>.

After about a minute or so, the program will load and a prompt will appear asking whether you want a 40 column video display or 80 or 120 columns with

horizontal scrolling. PRESS the letter that corresponds to the desired display setting and then PRESS <RETURN>. The screen will clear and the program will be in Edit Mode, ready for you to begin entering text.

THE ATARI PROGRAM

In addition to the standard word processing functions available, the Atari program also includes the following special features:

- * The program will allow you to "output to video" in order to preview the text on your screen before printing it.
- * Fleet System 2 has a built-in on-line spelling system that allows you to spell check a document in about five minutes.
- * You are able to customize the dictionary by adding add up to 1,000 words.
- * Fleet System 2 includes a built-in Mail Merge function.
- * Fleet System 2 will allow you to set numeric tabs and total columns of figures.
- * Fleet System 2 will allow you to use two separate 1050 disk drives with your Atari computer. (When using two drives, however, you must be sure to designate drive number 2 whenever that is the drive to be addressed during disk and global operations. When no drive is designated, the system defaults to drive 1.)

DIFFERENCES IN THE ATARI PROGRAM

Due to variations in the Atari and Commodore systems, there are slight differences in the way that the program operates on the Atari. For instance, the disk drives of the Atari system are designated as 1 and 2 (instead of 0 and 1), and there are slight differences in the keyboards of the two computers. These differences require changes to the keystrokes necessary to access some Fleet System 2 functions. For this reason a special Atari "Rapid Reference" is printed below. Please refer to this section in place of the "Editing Keystrokes Summary Chart" found in the Fleet System 2 manual and the "Editing Commands," "Function Commands," and "Output Commands" sections of the Rapid Reference.

There is an "Options" program included in Fleet System 2 that will allow you to customize your User Dictionary or to obtain information about your text files. In order to load and run this program TYPE: RUN"D1:OP" and PRESS <RETURN>.

The Commodore version of Fleet System 2 has the facility to produce a Commodore ASCII file. Likewise, the Atari version of Fleet System 2 has a facility to produce an Atari ASCII sequential file. This type of file can be created for use in mail merge applications or for use with other programs. An ASCII sequential file is created in the same way as any other file but is stored by entering File Mode (by pressing the <SHIFT> and <CRSR DOWN> keys at the same time), then pressing the letter "a" (for ASCII) followed by pressing "s" to store the file.

Finally, the Atari computer limits the name that can be assigned to a file to eight letters and/or numbers (no other characters or spaces can be used in a file name). For this reason we have shortened the names of some of the text files that are referred to in the Fleet System 2 manual. Each file name that has been changed is listed below along with the corresponding Atari file name.

Commodore	Atari	Commodore	Atari
sample 1	sample1	merge-letter	merge
sample 2	sample2	spellcheck	spellchk

THE ATARI KEYBOARD

The Atari keyboard has a single "function key" that is used to access most of the word processing functions of the Fleet System 2 program. The Atari function key is the key at the lower right-hand side of the keyboard below the <CAPS> key. Whenever the manual asks you to press the <FCN> key, this is the key to press.

In those cases where the manual asks you to press <F1>, <F3>, <F5>, or any other key that is not available on the Atari keyboard, please refer to the keystroke summary below for instructions on the appropriate Atari keystroke to use instead.

IMPORTANT: Please do not press the <RESET> key on the Atari keyboard while using Fleet System 2 as it will cause you to exit from the Fleet System 2 program and go to BASIC without saving any text which may have been typed. To properly exit from the Fleet System 2 program please see the "Exit to BASIC" section in the manual.

ATARI RAPID REFERENCE

KEYSTROKE COMPARISON CHART FOR ATARI FLEET SYSTEM 2 PROGRAM

CURSOR KEYS

COMMODORE

ATARI

<CRSR LEFT/RIGHT>	<CTRL><CRSR LEFT>	"* key"
<SHIFT><CRSR LEFT/RIGHT>	<CTRL><CRSR RIGHT>	"+ key"
<CRSR UP/DOWN>	<CTRL><CURSOR UP>	"= key"
<SHIFT><CRSR UP/DOWN>	<CTRL><CURSOR DOWN>	"- key"

OTHER KEYS

COMMODORE

ATARI

COMMODORE

ATARI

<f1>	<FCN>	<ARROW UP>	<ESC>
<SHIFT><f1>	<SHIFT><BACKSLASH>	<CLR HOME>	<SHIFT><->
<f3>	<SHIFT><INSERT>	<SHIFT><CLR HOME>	<SHIFT><=>
<f5>	<CAPS>	<INST/DEL>	<DELETE>
<f7>	<SHIFT><FCN>	<SHIFT><INST/DEL>	<CTRL><INSERT>
<ARROW LEFT>	<TAB>	<RETURN>	<RETURN>
<SHIFT><ARROW LEFT>	<SHIFT><TAB>	<UP ARROW>	<SHIFT><*>

RAPID REFERENCE TO COMMANDS

COMMANDSDESCRIPTIONCURSOR MOVEMENT

<CTRL> <CRSR RIGHT>	"*"	moves the cursor right (auto-repeat).
<CTRL> <CRSR LEFT>	"+"	moves the cursor left (auto-repeat).
<CTRL> <CRSR DOWN>	"="	moves the cursor down (auto-repeat).
<CTRL> <CRSR UP>	"-"	moves the cursor up (auto-repeat).
<CTRL> <CRSR UP>		cursor to the top left corner of the screen.
<SHIFT> <CRSR UP> (TWICE)		home the cursor to the top left corner of the file.
<FCN> <CTRL> <CRSR DOWN>		rapid cursor down.
<FCN> <CTRL> <CURSOR UP>		rapid cursor up.
<SHIFT> <RETURN>		soft return - jumps the cursor to the beginning of the following line making no other change.
<FCN> j #		"j"umps cursor to specified screen line #.
<TAB>		jumps the cursor to the next tab stop.

DISPLAYING A DIRECTORY

<FCN> 1 <RETURN>	displays a directory of Fleet System 2 files on disk drive #1.
<FCN> 2 <RETURN>	displays a directory of Fleet System 2 files on disk drive #2.

<FCN> 0 requests a **Selective Directory** - follow by typing 1 or 2 to indicate the drive number, selecting an option from the list below, and then pressing <RETURN>.

If you wish to display only certain files on a diskette, there are several options available as follows. Enter your choice and then press <RETURN>.

Selective Directory Options:

<FCN> 0 followed by the drive number and then:

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

EDITING COMMANDS AND FLEET SYSTEM FUNCTIONS

KEYSTROKE	DESCRIPTION
<FCN> =	ADDITION AND SUBTRACTION: totals a column of up to 12 figures above and to the immediate left of the cursor. If a range has been defined you must answer either r for range or t for text.
<FCN> a	APPEND: calls in an Append from the Extra Text area.
<ESC>	APPEND NAME: marks the beginning or the end of an Append name in the Extra\Text area. Displays a vertical line on the screen when pressed.
<FCN> <SHIFT> B	BASIC: exits to "B"asic - you must confirm with <RETURN>. (Store the text in the computer memory before using this command, otherwise you will lose it).
<FCN> <	BOLDFACE START: creates the symbol to begin boldface .
<FCN> >	BOLDFACE END: creates the symbol to end boldface .
<FCN> g	COPY FILE: "g"lobal copy of files from one diskette to another.
<DELETE BACKSPACE>	DELETE CHARACTER: deletes a character to the left of the cursor and adjusts the text to fill the space.

- <FCN> <DELETE>** **DELETE LINE:** **deletes a line**, adjusting the lines below. PRESS **<FCN>** again to return to Edit Mode.
- <FCN> d** **DELETE MODE:** **"d"eletes** text. Must be followed by:
1. **w** for delete **word**. You may press it several times to delete several consecutive words.
 2. **s** for delete **sentence**. You may press it several times to delete several sentences.
- Confirm with **<RETURN>**.
- <FCN> <SLASH>** **DISK MODE:** accesses Disk Mode to allow you to **rename**, or **scratch** a file, or **format** a diskette. For format operation, follow by indicating single or double density. Confirm with **<RETURN>**.
- <FCN> e** **ERASE:** **"e"rase** text. Must be followed by:
1. **a** to erase **"a"ll the text** in computer memory.
 2. **e** to erase text from the **cursor to the "e"nd** of the file.
 3. **r** to erase a **"r"ange** that has already been defined.
- Confirm with **<RETURN>**
- <FCN> x** **EXTRA TEXT:** displays the **E"x"tra Text** area on the screen or returns to the **Main Text** area.

<SHIFT> <CURSOR DOWN>

FILE MODE: accesses File Mode to **recall, store, or insert** a file. Follow by pressing **r, s** or **i**.

If **a** is pressed prior to **r, s** or **i** then the operation is performed on an **Atari ASCII sequential file** instead of a standard Fleet System 2 file.

<FCN> f

FIND: "f"ind a word in a text. Must be followed by:

1. l

for **local** find. Will locate occurrences of a search string in a file in the text area.

2. g

for **global** find. Will locate occurrences of a search string within linked files.

<SHIFT> <BACKSLASH>

FORMAT CHECKMARK: prints a **checkmark** on the screen to denote a format command. The checkmark must be the first character on a format command line.

<FCN> h

HUNT (local): "h"unt for the next occurrence of the word in a Find operation.

<FCN> <SHIFT> <H>

HUNT (global): "H"unt for the next occurrence of a search string during a global find operation.

<SHIFT> <INSERT>

INSERT MODE: accesses Insert Mode for **continuous insertion** of typed text.

<CTRL> <INSERT> "> key"

INSERT SPACE: inserts a **space** at the cursor location and moves the text to the right of the cursor one space to the right.

- <FCN> <CTRL> <INSERT>** **INSERT LINE:** inserts a **blank line** at the cursor location. PRESS <FCN> again to return to Edit Mode.
- <FCN> b** **MAIL MERGE:** creates a rectangular variable **"b"lock symbol** in the Main Text area for mail merge operations.
- <FCN> <SHIFT> F** **MAIL MERGE:** **"F"inds** the first empty block in the Main Text area, permitting manual insertion of text. If there are no empty blocks the cursor stops at the end of the last line of the text in the computer memory.
- <FCN> <SHIFT> <->** **MAIL MERGE:** **home data** returns to the beginning of a list of variable entries in the Extra Text area.
- <FCN> i** **MAIL MERGE:** **"i"nserts the next group of variables** from the Extra Text area into variable blocks in the Main Text area.
- <FCN> k** **MAIL MERGE:** **"k"ills** (empties the contents of) the next variable block beyond the current position of the cursor.

<FCN> <SPACEBAR>

MAIL MERGE: separates variable information entries in the Extra Text area. When **<FCN> <SPACEBAR>** is used in place of **<RETURN>**, several variable entries can be placed on the same line to save space. However, when there are numerous **<FCN> <SPACEBAR>** "separators" it is necessary to use **<RETURN>** as a separator periodically. Do not exceed one 120-character line, two 80-character lines, or four 40-character lines without a **<RETURN>**.

<FCN> m

MUSICAL SOUND: turns off or on a warning **"m"**usical sound that announces the end of certain Fleet System 2 functions.

<FCN> n

NUMERIC TAB: sets a **"n"**umeric tab.

<FCN> o

OUTPUT (PRINT AND VIDEO): **"o"**utput - enters Output Mode. Will output text to screen, printer, or disk when followed by:

1. **v** (for **"v"**ideo).

VIDEO: used alone, this feature outputs the text from the computer memory to the screen. Preceded by the letter/number:

f

plus the page to print **"f"**rom allows you to print from a selected page.

l

fills empty blocks from the Extra Text area **"l"**ist.

- s** plus name of file fills empty blocks from the named ASCII **"s"quential** file.
- g** plus name of first **"g"lobal** file outputs a series of linked files.
- 2. p (for "p"rinter)** **PRINTER:** unless you specify "global" this feature outputs to the printer the text that is in the computer memory, that is, the text that is displayed on the video screen. Preceded by the letter:
- f** plus the page to print **"f"rom** allows you to print from a selected page.
- l** fills empty blocks from the Extra Text area **"l"ist**.
- s** plus the name of the ASCII **"s"quential** file fills empty blocks from the named sequential file.
- g** plus the name of the first **"g"lobal** file prints a series of linked files.
- c** **"c"ontinuous printing** for fan-fold or roll paper.
- n** plus a number from 2 to 155 to print a **"n"umber** of identical copies.
- <ESC><FCN>** **STOP OUTPUT:** halts output to video or printer.
- <FCN> r** **RANGE SET:** defines a **"r"ange** for a block move operation in the text displayed on the screen.
- <CTRL> <CRSR DOWN>** increases the range.
- <CTRL> <CRSR UP>** decreases the range.
- <RETURN>** confirms the range.

- <FCN> c** **RANGE COPY:** "c"opies a previously defined "range" to the current cursor location for a block move operation, overwriting any text at that location.
- <FCN> t** **RANGE TRANSFER:** "t"ransfers a defined "range" or block to the cursor position.
- <FCN> ,** **READ ERROR:** reads the disk unit error messages.
- <FCN> <SHIFT> R** **"R"ESTART** Fleet System 2 - you must confirm with **<RETURN>**. First store any text in the computer memory that you want to keep, otherwise it will be lost. This command permits you to **change the line length used in the Edit Mode** by selecting **a** (for 40 columns), **b** (for 80 columns) or **c** (for 120 columns).
- <RETURN>** **RETURN:** terminates a paragraph or short line and **displays an arrow left** on the screen.
- <SHIFT> <CRSR UP>** **SCREEN READ:** inserts file name on the status line when the cursor is on the first character of the file name.
- <SHIFT> <CRSR DOWN>** **SCREEN READ:** reads the **nx: command** and inserts the file name from the next file command onto the status line.

- <FCN> @ SEARCH AND REPLACE:** enters **Search and Replace Mode** - Follow by:
1. **l** for "**local** - only in computer memory.
 2. **g** for "**g**"**lobal**- for global files.
- <CAPS>** **SHIFT MODE:** allows you **type all capital letters** without pressing the **<SHIFT>** key.
- <FCN> -** **SOFT HYPHEN:** types a **hyphen** at the cursor location that is disregarded by Fleet System 2 unless the word needs to be hyphenated at the time of printing.
- <SPACEBAR>** **SPACE (BLANK):** leaves a blank **space** on the screen, erasing anything that may have been there before.
- <SHIFT> <SPACEBAR>** **SPACE (FORCED):** leaves a large "+" on the screen, indicating a forced space. A **forced space:**
1. is not subject to increase by justification.
 2. is not recognized as a possible line ending.
- <FCN> <SHIFT> <*>** **SPECIAL CHARACTER:** creates an "arrow up" symbol for using a **special ASCII character** to embed printer codes. It must be followed by a number from 0 to 9.
- <FCN> s** **SPELL CHECK:** activates the "**s**"**pell checker** which will check the spelling in your displayed text file.
- <FCN> 4** **SUPERSCRIPT:** creates the symbol to **superscript**.

<FCN> 6	SUBSCRIPT: creates the symbol to subscript .
<CTRL> <TAB>	TAB SET: sets a tab stop at the cursor location. Once created, the tab stop is marked on the Status Line.
<FCN> <TAB>	TAB CLEAR: clears a tab stop that has been set at the cursor location.
<FCN> <SHIFT> <TAB>	TABS CLEARED: clears all tabs.
<FCN> [UNDERLINE START: creates the symbol to begin underline .
<FCN>]	UNDERLINE END: creates the symbol to end underline .

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