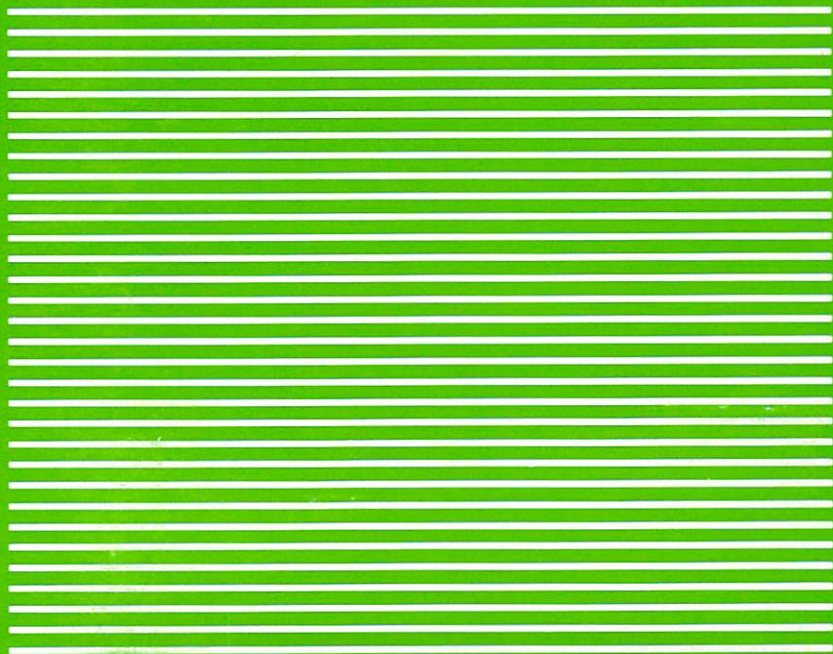


*HesWare*TM

OmniWriterTM OmniSpellTM

Instruction Manual



OmniWriter 64

Word Processor

By Kelvin Lacy

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SECTION 1 – INTRODUCTION

1. INTRODUCTION

Welcome to OmniWriter 64™, a word processing program designed for the Commodore 64 computer. OmniWriter 64 is the ideal entry point for users who wish to enjoy the ease, power and style of a word processor, but at a reasonable cost.

If you have never used a word processor before you will find OmniWriter 64 an unusually easy program to learn and use, and if you already use a dedicated word processor in your place of work then you may be pleased to know that OmniWriter 64 operates in a similar manner.

It's quite likely that this is your first introduction to word processing and you may well be wondering what a 'word processor' really does, you know it can be used to produce a letter or help you write a document but it sounds far more mysterious than just that!

The next few paragraphs explain the sort of uses that a word processor can be put to and how the program assists you to 'process your words.'

In its simplest form a word processing program allows you to type words and figures onto the screen and then print them onto paper using a printer. It simulates a typewriter, with the advantage that if you are typing onto the screen you can correct mistakes or change words considerably easier than if typing straight onto paper with a typewriter.

A word processing program will always provide that basic facility, all the other facilities that are provided just build on the ability to print words that have been typed onto the screen.

What are these other facilities? Well, take a look at the Contents Pages in this guide,

'Centering Text In the Middle Of The Page,'
'Altering Text That Has Already Been Typed,'

plus other facilities such as:

'Copying Text From One Part Of The Document To Another'
'Saving The Document To Disk or Cassette'

These and many other facilities exist to help you write a simple letter or create a major work.

In a document such as a report you'll need to be able to line-up columns of figures, center a heading or lay out a paragraph inset from the left margin; a word processor assists in all these areas, so it becomes easier and faster to produce high quality documents. You may even attempt something you wouldn't dream of with a typewriter.

Once you have typed in your letter or other text the word processor can then be instructed to store it permanently onto disk or tape. This is one of the most useful features of a word processor because hours, days or weeks later you can simply recall your letter from the diskette back onto the screen and review it or print it again.

One of the most useful volume operations that a word processor can easily do is to send out 'mail shots.' You need only type one letter and this same letter can then be automatically printed over and over again with each one individually addressed.

In addition to the word processor there is also a separate program included called OmniSpell™. This is a spelling checker that comes complete with a 30,000 word English dictionary. So not only can you easily produce documents with the word processor but you can be sure that mistyped and misspelled words are problems of the past.

So you can see that a word processor is really a collection of facilities that allow you to type, format, store and print your documents. Not really so mysterious after all!

This user reference guide is structured into several sections, that take you through typing, formatting and then onto the wide range of commands that can be used.

As with most things you can't beat experience, so plan to spend at least a couple of hours thoroughly reading this guide and 'experimenting' with the sample document, this is the best way to build up confidence for your first serious document.

SECTION 2 - GENERAL INSTALLATION INFORMATION

2.1 THE PROGRAM DISK

OmniWriter 64 is a word processing program provided on a 'protected disk,' this disk should not be used to store documents, but can be used to recall the supplied demonstration documents and a 'help' document.

The supplied program disk format is compatible with the VIC 1541 disk unit and the CBM 4040 disk unit. The program disk cannot be copied, but is supplied on a high quality diskette which will be replaced for a nominal charge if damaged or fails to operate correctly. See "HES Warranty Card" in the appendix about how to order security copies.

2.2 COPYRIGHT AND ILLEGAL COPYING

Users are reminded that copying of this software is strictly forbidden, and that we will take legal action against any infringement of this copyright.

2.3 TYPICAL HARDWARE CONFIGURATION

OmniWriter 64 is a disk/tape based word processing program for use on the Commodore 64 computer with any CBM disk unit and almost any type of properly interfaced printer. A typical configuration would be:

- Commodore 64 Computer
- VIC 1541 Single Disk Unit
or VIC 1530 Cassette Unit
- VIC 1525 Dot Matrix Printer

Plug in all power cords and turn the computer, disk unit and printer on. You will now be ready to use your machine and OmniWriter 64. Refer to the 'GETTING STARTED' section for further instructions.

2.4 CONNECTING DIFFERENT TYPES OF PRINTERS AND CBM DISK UNITS

Once connected, OmniWriter 64 is 'software compatible' with the following printers: VIC-1515/1525/1526, EPSON, QUME, DIABLO, NEC SPINWRITER, TRIUMPH TRD170S, and RICOH FLOWRITER printers, a generalized 'ASCII' printer type option permits almost any other type of ASCII printer to be used.

OmniWriter 64 uses the serial/IEEE port or the User Port depending on the printer type option used. See SECTION 8.1 for more details.

Please consult your dealer about configuration options as new developments may offer alternatives.

SECTION 3 - WORD PROCESSOR OVERVIEW

3. WORD PROCESSOR OVERVIEW

This overview explains the general operation of the word processor, its objective is to provide a background on which to build an understanding of the complete word processor.

3.1 STARTING THE SESSION

OmniWriter 64 is loaded by the user from the system diskette into the Commodore 64 computer memory. While this is taking place a picture of the disk and the copyright message is displayed. Exact loading details are in Section 4.

The program takes about 75 seconds to load into memory, (please ignore the 'clicking' of the disk unit and the flashing red warning light). Once loaded, the system diskette with OmniWriter 64 on it should normally be removed and a user diskette inserted in the drive.

3.2 SELECTING AN ACTIVITY

The 'Select Activity' menu is the first screen to be displayed. This is used to give a new document its name, or to recall an old document from the disk or cassette. A disk directory can also be displayed, and any CBM disk operating system command can be issued. Each option is initiated by pressing the required function key.

3.3 THE DOCUMENT EDITOR

When creating a new document or after recalling an old document from disk the document editing screen is displayed. This is the normal word processing 'state.' The screen heading shows the name of the document, the current page and line number and the total number of pages in the document.

The second line of the screen heading is used by OmniWriter 64 to display command instructions. The bottom line of the screen is used by OmniWriter 64 to display error messages.

The document editor is used to type in your text. The document is held internally in 'document memory,' which is really the computer memory. You can hold up to 34,000 characters in a single document.

To keep a document permanently, it should be stored on a diskette or cassette using the document SAVE command. OmniWriter 64 does not automatically save your document as it is typed. It is strongly recommended that you SAVE your document frequently to prevent accidental loss due to power loss or other catastrophes.

Documents are typed, reviewed and printed from the document editing screen.

3.4 SPECIAL DISPLAY CHARACTERS

OmniWriter uses 12 word processing symbols. You will notice that the SPACE character is represented by a small dot. This and the other symbols considerably assist the user in using the word processor.

As an additional aid to recognizing the 12 word processing symbols the character set has been designed so that when the cursor is positioned over one of these symbols it will display the letter of the key that is pressed when typing it into the text.

3.5 THE 'FORMATTED' APPROACH TO TYPING YOUR TEXT

OmniWriter 64 formats the text as it is typed. If you are familiar with Wordpro or Commodore's Easy Script you will know that these word processing programs cannot format the text as it is typed, they can even leave incomplete words at the end of a screen line and they don't hold text in pages.

OmniWriter 64 is quite different — your typed text is neatly formatted on the screen according to a 'Format Line' and the special word processing symbols, and is held in pages, where it can easily be referenced. When you come to print the document it will print in almost exactly the same format as it was typed.

3.6 THE FORMAT LINE

A format line is a special line that simply defines the left and right margin and any required TAB stop positions.

A format line is automatically placed at the top of the first page in a new document, and other format lines can be placed anywhere throughout the document allowing you to change margins and TAB stops when you like.

TAB symbols typed onto a format line are used by OmniWriter 64 to line up text underneath it that begins with a TAB or an INDENT symbol. The end of the format line is used to set the right margin. If you change the format line, the text is automatically (and instantly) re-formatted giving you significant flexibility.

OmniWriter 64 holds text in pages. The end of a page is indicated by an 'END OF PAGE' symbol. This is a character that you simply type into the text to indicate that you wish to start a new page. It is often referred to as a 'PAGE BREAK' because it breaks up one page of text from another.

3.7 ISSUING A WORD PROCESSOR COMMAND

A wide range of commands are available — these can be used to move or copy parts of text about the document or to alter the screen color, or simply to go to another page. . . and much, much more.

3.8 PRINTING YOUR DOCUMENT

When it comes to printing out your document a special print option screen displays all the available options and their current values. By moving the cursor over the values and changing them they will then remain associated with the document for future use. These options will vary according to the printer you are using and the type of document that you wish to print.

One of the options allows automatic headings to be printed. Another print option is used to “globally” print a number of documents in succession and there are many more.

3.9 SELECTING ANOTHER DOCUMENT

When you have completed printing or have finished editing a document, OmniWriter 64 can be returned back to the initial ‘Select Activity’ menu by quitting from the current document using the QUIT command. You may then create or edit another document.

3.10 ENDING THE SESSION

To end the completed word processing session from the ‘Select Activity’ menu just press the associated function key. The normal BASIC environment is then restored, leaving your computer ready to use other software.

SECTION 4 - GETTING STARTED

4. GETTING STARTED

This section explains how to get started and print a few paragraphs of text. You should have read the previous sections before attempting this. You will need to have your Commodore 64, TV or monitor, disk/cassette and printer connected and powered on.

Remove the OmniWriter 64 disk from its protective cover. Do not touch the disk surface. Push the disk completely inside the disk unit (use your middle finger!) and press the drive flap firmly down.

OmniWriter does not repeat keys if they are held down. If you want repeating keys, type in the following *BEFORE* loading in OmniWriter as explained in the next paragraph.

POKE 650, 128

and press the RETURN key.

Now type the following line:

LOAD "*",8,1

and press the RETURN key.

OmniWriter 64 will now "load" from the disk into the computer memory. While this is taking place a picture of the disk is displayed. Ignore any "clicking" of the disk unit and the flashing red warning light. Once the program has successfully loaded the "Select Activity" screen is displayed:

Select Activity:

F1 - Edit Old Document

F3 - Create New Document

F5 - Disk Directory

F7 - Disk Commands

F8 - End of Session

- Press Required Function Key -

We are going to use the word processor to type some text, so to create a new document press the F3 function key. The word processor now asks you for the name you would like to give this new document. Normally you would enter a name that you had not used before, because you can't have two documents with the same name on the same disk. Enter 'letter' as the name and press the RETURN key. Do *NOT* type in the apostrophes surrounding the name, letter. The apostrophes are used to indicate that what is between them should be typed in exactly as shown.

You have now entered the normal word processing state and are editing a document called 'letter.' Note this name in the screen heading. Note also that the CURSOR, (the flashing square) is positioned on what appears as a faint dot.

This dot represents a typed space. Now press the space bar a few times. More dots will appear. Now look at the rest of the screen. Now press the RETURN key.

It's time now to start typing, so copy this line:

It is with great pleasure that I

Have you typed the space after 'that I'? If not do so. You will notice that your line has 'jumped' off the screen. Don't be alarmed this is quite OK. This is known as 'side scrolling.' It allows you to type in a line that is much wider than the width of the screen. As you type - the line moves along. Now continue to type:

enclose a copy of our latest

Now type a space after 'latest.' Right. You are now in column 67. (Can you see 'Col 67' in the screen heading?) The right margin is automatically set (in the format line) at column 74 for a new document. Note that the RETURN symbol is in column 75, but you cannot type into that column, only up to column 74. We are very close to it. Now type the word 'catalogue' but don't type the letter 'e' just yet. Now position your finger on the 'e' key and watch the screen while you press it.

You are now back at the start of the next line. Notice that because the word 'catalogue' didn't completely fit on the last line it has been automatically moved down. This is often referred to as 'word-wrap' and is a process that you will soon treat as quite normal. The "side-scrolling" effect is also quite automatic and is something you will become accustomed to. You can turn off the "side-scrolling" with the special WIDTH command.

Press and release the CBM key, (the key with the Commodore logo printed on it, which is below the RUN/STOP key. Now press the 'w' key. Remember again, just the w key, don't type the apostrophes (hereafter, CBM w).

You have just asked that the right margin be temporarily altered to column 38. This means that you will be able to see all the text on the screen without having the line repeatedly "side scrolling." Before you get around to printing the WIDTH command must be issued again to reset the right margin back again.

Meanwhile move the cursor (with the CRSR keys) back to where you left off and continue to type some more text. Type in these paragraphs, keep typing until you have filled up the whole screen, then watch all the text 'scroll' off the screen.

This is rather like our 'side scrolling' earlier. The word processor is making space on the screen for you to type in more text. Don't worry about losing this text, it is all safely held in the computer memory.

Now issue the WIDTH command again (CBM 2). This will reset the right margin back to column 74. Now we are going to issue the PRINT command to print out the text that you have just typed.

Press and release the CBM key followed by 'p'. You are now faced with the print option screen, the only option that you may need to change is the printer type.

If you are using a VIC printer than you don't need to change anything. The letter in the printer type option should be the first letter of your printer, but please read SECTION 8.1 of this guide for correct setting for your type of printer.

To change any of the print options just move the cursor onto the value and type over it. Keep pressing RETURN to move from one option to the next.

Make sure your printer is turned on and loaded with paper and press the F1 key to commence printing. If nothing happens, check all connections, make sure you have the 'Printer Type' set correctly and if you have a VIC printer make sure the head is fully 'home.' Try turning it on and off. The head should move into the middle of the page and back again and then start printing.

Assuming that all is well, your page of text should be printing, and although the content isn't exactly useful you should now have the confidence to read further through this guide and learn more about the capabilities of OmniWriter 64.

Note to new Commodore 64 disk users: If you are armed with a box of brand new diskettes they must first be 'prepared' for use before attempting to store documents (or anything else). You can do this from within OmniWriter 64, read the explanation in SECTION 7.2 — 'PREPARING A BRAND NEW DISKETTE.'

SECTION 5 - SELECTING A DOCUMENT

5. SELECTING A DOCUMENT

When OmniWriter 64 is first started the 'Select Activity' screen is displayed. It is also displayed when you QUIT after editing a document. This allows you to identify the name of a new document that you wish to create, or the name of a document that you wish to recall from the disk/cassette for editing or printing.

Select Activity:

F1 - Edit Old Document

F3 - Create New Document

F5 - Disk Directory

F7 - Disk Commands

F8 - End of Session

- Press Required Function Key -

After identifying the name of your document, the document editor is entered, where you can edit, save and print your text. When you have completed editing your text (and possibly SAVED and PRINTED it) you should return to this screen from the document editor (using the QUIT command, CBM q). You will then be able to edit another document.

In addition to editing a document, the 'Select Activity' screen lets you display a list (directory) of what's on the disk you are using. This is displayed in full screens so if you have a large number of documents (files) on the disk you will need to press SPACE after each screen to display the next.

You can press the STOP key at any time to return to the 'Select Activity' screen, when viewing a disk directory list.

Disk Operating System (DOS) Commands can also be issued from this screen. Their operation is explained later in the 'COMMAND DESCRIPTIONS' section. A brand name (unused) diskette must be 'prepared' using one of these commands.

And finally when you have completely finished using OmniWriter 64 you can press the F8 function key to end the session and restore the BASIC environment. You can then continue to use other programs on your CBM 64 system.

SECTION 6 - TYPING AND FORMATTING YOUR TEXT

6. TYPING AND FORMATTING YOUR TEXT

6.1 THE COMMODORE 64 KEYBOARD

When typing text (and using certain commands) the letter keys are used to create words and figures as you would naturally expect. In addition to the letter keys there are a number of special keys on the Commodore 64 keyboard marked with abbreviations such as CLR and RUN. Most of these special keys have two functions. One function can be activated by pressing the key on its own, the other by holding down the SHIFT key at the same time. These all have special meanings to OmniWriter 64:

CLR

Moves the cursor to the end of the last word on the current page.

HOME

If HOME is pressed just once the cursor is simply moved to the top left-hand corner of the screen; if immediately pressed again the cursor is moved to the first word at the top of the page.

INST

Inserts a space before the character under the cursor. The remainder of the line or paragraph is re-adjusted.

DEL

When typing fresh text or typing a document file name into a command the DEL key backspaces the cursor over the previously typed character. When the DEL key is used on previously typed text the character *under the cursor* is deleted. The DEL key can be used to erase any displayed character except a PAGE ending symbol. To delete a PAGE ending symbol use the DELETE command, which is explained later.

RESTORE

This key is ignored.

RETURN ◀

A RETURN is really a 'Format Symbol' (see next sections) that means 'go to the start of the next line,' so that when you press RETURN the RETURN format symbol is inserted into the text and the cursor (plus any words on the rest of the line) is moved down to the start of the next line. A RETURN should be typed at the end of each paragraph. A line can consist of just a RETURN. This will add a space between lines.

SHIFT RETURN

If you hit RETURN while the SHIFT key is held down, it moves the cursor down to the start of the next line without putting in a RETURN format symbol. This is most useful when altering existing text. Don't forget it !

CRSR keys

The CRSR keys are used to move the cursor around your typed text. These two keys are used either shifted or unshifted to move the cursor up, down, left and right of its current location. If you keep one of these keys pressed down it will 'repeat' so that the cursor can be moved quite rapidly over the page.

When the cursor reaches the outer edges of the screen the text will be 'scrolled' up or down and even sideways to show or allow entry of further text on the page.

CTRL

This key is pressed and released before keying a format symbol into the document, it can also be used to type a format symbol into a command reply, this is often vital when FIND'ING or REPLACING a sequence of characters with an embedded format symbol. If the CTRL key is pressed in error press the CTRL key again or press the STOP key. CTRL followed by "P" is used to copy the preceding format line.

RUN

This key is ignored.

CBM — Commodore key

This key is positioned beneath the RUN/STOP key on the bottom left of the keyboard and has the Commodore logo printed on it. This key is used to prepare the word processor for a command. Press and release this key, then type the required command letter key.

STOP

The STOP key is normally used to abandon or cancel a command, it is ignored if pressed while typing. Either the STOP key or the F7 function key can be used to 'end' an INSERT.

THE FUNCTION KEYS

The separate row of four grey (or orange) keys on the right of the keyboard are known as function keys, they are used quite widely in OmniWriter 64 because they are extremely convenient. F1, F3, F5 and F7 can be used directly, F2, F4, F6 and F8 are shifted keys of the previous keys, respectively. When editing a document they have the following meanings, a full explanation is given later in the Command Descriptions section.

When using a command you may be asked to press one of these keys to do something quite different, be assured that you will always be told when these keys are used for other purposes.

- F1 - PAGE FORWARD
- F2 - PAGE BACKWARD
- F3 - NEXT SCREEN OF TEXT
- F4 - PREVIOUS SCREEN OF TEXT

- F5 - MOVE CURSOR TO NEXT TAB STOP OR END OF LINE
- F6 - MOVE CURSOR TO OPPOSITE END OF LINE
- F7 - TO TYPE AN INSERT, PRESS IT AGAIN TO END THE INSERT
- F8 - HIGHLIGHT AND DELETE TEXT FROM THE DOCUMENT

The use of these Function keys is fully explained in the Command Descriptions section.

6.2 FORMATTING YOUR TEXT

From earlier sections in this guide you will know that OmniWriter 64 formats your text as you type it. You therefore need to give OmniWriter 64 some basic instructions as to where your left and right margins are required, and possibly enter the position of TAB stop positions that are to be used.

This is done very simply on what is known as a 'Format Line.' A format line is like a normal line of text except that it begins with a special format symbol \equiv . The remainder of the line consists of just SPACES and it is ended with a RETURN.

Along this line you can enter TAB symbols to represent TAB stops. The first TAB symbol is used to set the left margin. Any others can be used to line up your typed text (containing TAB markers or INDENT symbols) that follows on from this line. The end of a format line is taken as the right margin.

Format SYMBOLS are typed by first pressing and releasing the CTRL key and then typing the associated letter key. For example a TAB symbol is typed by pressing the CTRL key followed by the letter 't.'

Format LINES can appear anywhere in your document, they don't actually print) so that margins and TAB stops can be altered when you like. You can move the cursor onto a format line and change it and as you move off the format line all the following text is automatically re-arranged to take on the changed format.

6.3 THE FORMAT LINE

When a document is first created a standard FORMAT LINE is placed at the head of Page 1. This sets the left margin at column four and the right margin at column 74.

The first TAB symbol keyed onto a format line is taken as the left margin. The format line is terminated by a RETURN. This is then taken as the right margin. You can set the right margin anywhere up to column 240.

A 'copy' of the last format line used can be created by pressing and releasing the CTRL key and pressing 'f.' This line is then *inserted* immediately above the line containing the cursor.

To increase the right margin on an existing format line, insert spaces until the required column is reached. To reduce the right margin, use the DEL key until the required column is reached. You can also use the COPY and DELETE commands which are explained later.

6.4 INDENTATION

A paragraph or a heading is often indented from the left margin, by setting a TAB stop into the format line where the indentation is to start. Your text can be automatically indented by keying an INDENT symbol (CTRL i) at the start of the text to be indented.

For example:

- This text is preceded by an INDENT symbol. This has automatically moved the paragraph in from the left margin, so that the paragraph is lined up with the TAB stop as set into the FORMAT line. This operation can be performed as you type or later to amend existing text. If you wish to alter the indentation all you need do is to press SPACE on the TAB symbol in the format line and type your new TAB symbol in the required column on the format line to start indenting.

Indentation ends when a RETURN is typed. Typing more than one INDENT symbol into your text will automatically move the text up to the next TAB symbol.

You can also use the INDENT symbol after typing some text in a line. This is useful to make headings stand out:

- Section a) → This paragraph has been indented after typing the section heading. The indentation will remain in effect until a RETURN is typed.

If you have several TAB symbols on your format line then keep typing INDENT symbols until you reach the one you want:

- Section a) → → This paragraph has been indented after typing the section heading and typing two INDENT symbols to move further along the page.

6.5 TAB STOPS AND NUMERICAL TAB STOPS

| | |
|--------|---------|
| ▶ June | ▶ 65489 |
| ▶ July | ▶ 787 |

A TAB symbol (CTRL t) has been keyed before each of the above four pieces of text. In the FORMAT LINE there are also TAB symbols keyed in the columns that the text is to appear under, the word processor has automatically lined up each piece of text into the columns. This type of tabulation is 'textual.' There is no attempt to align decimal points just to move the text along to the next format line tab symbol.

| | | |
|----------|-----------|---------|
| ▲ 345.23 | ▲ 567.245 | ▲ 765.6 |
| ▲ 10.2 | ▲ .23 | ▲ .4 |

A NUMERICAL TAB symbol (CTRL .) has been keyed before each of the above numbers. Again in the Format Line there are TAB format symbols in each of the columns that the numbers are to appear under, however, a NUMERICAL TAB causes the following number to line up on its decimal point. When typing a number that appears after a NUMERICAL TAB you will notice that the number is lined up correctly as you type it.

6.6 CENTERING TEXT IN THE MIDDLE OF THE PAGE

Individual lines of text can be automatically centered in the middle of a page by typing a CENTER format symbol ◆ (CTRL c) before the text that is to be centered. A line that is to be centered should be terminated by a RETURN. If the left or right margin is subsequently altered this text will be re-centered automatically.

6.7 STARTING A NEW PAGE

As you type in each line of text you will notice that the current line number in the screen heading increases. Depending on the length of the paper that the document is to be printed on, you will need to type in a PAGE ending symbol (CTRL p) as you reach the end of each page. This will automatically take you onto the top of the next page. A PAGE ENDING symbol looks like this X .

6.8 ENTERING TEXT

When typing into a fresh page or at the bottom of a page each line is automatically adjusted AS YOU TYPE so that a word is never broken over the end of a line and onto the start of the next.

This is known in word processing terminology as 'word-wrapping.' To put it another way — incomplete words are wrapped up and sent down to the start of the next line for you to continue typing, as this is an entirely automatic process. Just type away and watch it all happen!!

As you type the cursor is moved along each line and then onto the next and so on. When you reach the bottom line of the SCREEN the word processor will 'scroll' (move up) all the lines upwards so as to allow further lines to be typed.

Although some of your typing is no longer displayed it is safely stored away in the computer memory for subsequent PERMANENT storage on the disk or cassette.

Documents are saved onto a disk or cassette by the SAVE command, this is explained later.

6.9 ALTERING TEXT THAT HAS ALREADY BEEN TYPED

If you wish to alter text that has already been typed into a document there are a number of powerful COMMANDS that can assist in 'cut and paste' operations. These are of most benefit when moving or copying large amounts of text within the document.

If, however, you just wish to correct a few words you may simply type over the original text. Just move the cursor around the words to be changed and type. The INST/DEL key can be used to insert or delete single characters when performing minor alterations.

Generally, you can type straight over existing text but you should not stray out of the margins. You will not achieve the desired result if you type past the end of an existing line (except at the end of the page). Read the next section to find out how to insert whole paragraphs or extend an existing line.

6.10 INSERTING TEXT INTO AN EXISTING PAGE

Where an alteration requires a large amount of text to be retyped the INSERT command could be used. This command opens up a gap in the text for you to type in the insertion.

Once the insertion has been typed the INSERT command is ended by pressing the STOP key, this re-arranges the text underneath the insertion and closes up the gap.

The INSERT command can be issued in two different ways, either CBM INST or using the F7 function key.

6.11 INSERTING TEXT AT THE FOOT OF AN EXISTING PAGE

If you are extending an existing page then you could use the INSERT command, but typing into the foot of an existing page is really the same as typing a fresh page! ! So all you need to do is to move the cursor down to the foot of the page and type away.

6.12 JOINING TWO PAGES TOGETHER

The end of each page contains a PAGE ending symbol. If you wish to join two consecutive pages together as one it is a simple matter of erasing the PAGE ending symbol. This is done using the DELETE command, which is explained later. You cannot use the DEL (delete) key to delete a PAGE ending symbol.

6.13 TYPING FORMAT SYMBOLS

So far we have discussed what format symbols can do when typed around your text or onto a format line. This is a complete list of the format symbols and how to type them.

All format symbols are displayed as specially defined 'graphics' that are exclusive to the OmniWriter 64 word processor. As there are no single keys on the keyboard that can be used to represent these symbols, a "two keystroke" sequence is necessary.

First press and release the CTRL key. You will notice a white square appear at the bottom left of the screen. This shows that you are about to type in a normal letter key that is to represent a format

symbol. If you now press one of the letter keys listed below the associated format symbol will be inserted into your text at the cursor.

| | | |
|---|------------------|---|
| i | INDENT PARAGRAPH | → |
| t | TAB | ▶ |
| . | NUMERICAL TAB | ▲ |
| c | CENTER THIS LINE | ◆ |
| p | PAGE ENDING | ⌵ |

If you have difficulty remembering these letter keys, try moving the cursor over a format symbol. Notice that as the cursor flashes the corresponding letter is shown.

6.14 PRINTER RELATED FORMAT SYMBOLS

The above symbols are used to control both the displayed AND printed format of your document. There are other format symbols that are used to control just the PRINTED format of your document. These are keyed in the same way and are as follows:

| | | |
|--------|--------------------------------|---|
| u | TURN UNDERLINING ON/OFF | ≡ |
| s | SUBSCRIPT | ↓ |
| ↑ | SUPERSCRIPIT | ↑ |
| e | TURN EMBOLDENING ON/OFF | ● |
| # | REPLACE BY PRINTED PAGE NUMBER | # |
| 0 to 9 | SEND ASSIGNED ASCII CODE | |

6.15 ASSIGNING ASCII PRINTER CODES ON A FORMAT LINE

Many printers have additional features that can be selected by sending two or more ASCII codes. For instance the EPSON family of printers have many additional features. The EPSON FX-80 can print in italics by sending an ESC (27) followed by a "4" (52). To set printing back to standard characters the codes are ESC (27) followed by a "5" (53).

In the word processor the 0 to 9 format symbols can be used to send single assigned ASCII codes to the printer in use. But first of all each ASCII code must be assigned to one or more of the 0 to 9 format symbols. This is done on a format line preceding the text that will contain these codes. For example:

CTRL 0 = 27 CTRL 1 = 52 CTRL 2 = 53
 (... typed on a format line)

The CTRL key is pressed and released followed by a number from 0 to 9, followed by '='. Now type the decimal value of the ASCII code you wish to send.

After the above format line, any occurrence of CTRL 0 in the text will send out (27) to the printer in use, any occurrence of CTRL 1 will send out (52) to the printer and finally any occurrence of CTRL 2 will send out (53) to the printer.

So to start printing in italics you would then type CTRL 0 followed by

CTRL 1, then type in your text and follow it by CTRL 0 and CTRL 2. When your document is printed on the EPSON FX-80 the text between these codes will be in italics.

ASSIGNING ASCII CODES

Special printer control codes can now be assigned in a more convenient form. For example, to select double strike on an EPSON printer the EPSON manual tells the user to send an ESC G sequence. This is equivalent to sending a 27 followed by a 71.

You can now assign a letter to any of the 0 to 9 in-text codes.

The actual keystrokes would be:

CTRL 0 = G

and this would be typed onto a format line in the usual way.

If you assign a letter in this way then the ESCape code (27) will be automatically sent when it is used in the text. If you assign a number then it is the actual typed number which is sent to the printer.

6.16 DOCUMENT MERGE FORMAT SYMBOLS

The final set of format symbols are used when preparing names and addresses in the Work Page or a separate OmniWriter 64 document, and when typing a 'repeat' letter into your main document.

m — MERGE POINT
d — DON'T MERGE



A MERGE symbol is typed into the main document wherever variable information from the Work Page is to be inserted when printing the document.

A MERGE symbol is typed into the Work Page before each piece of information that is to be merged into the main document. A MERGE symbol must also be typed before each piece of information when merging from an external OmniWriter 64 document on disk.

If a DON'T MERGE symbol is typed into the Work Page it is used to separate one 'set' of information (such as a name and address) from another so that the printed page range can control which sets of information are used to fill the merged document.

Any information typed between a DON'T MERGE symbol and a MERGE symbol is ignored during a merged print. This feature could be used to put RETURNS between 'sets' of information to improve readability.

If a DON'T MERGE symbol is typed into the main document it will cause

the next piece of information to be skipped over. This is suitable when using the same information source for more than one type of repeated document.

'Mail merging' by filling documents at MERGE symbols is fully explained in SECTION 9.

6.17 LINE SPACING

Whole line spacing can be changed at any time within the document. By entering a number from 1 to 9 in column 2 of a format line subsequent lines will be spaced by that number of lines. So to double space you should type a 2, to single space type a 1 and so on.

SECTION 7 - WORD PROCESSOR COMMAND DESCRIPTIONS

7. WORD PROCESSOR COMMANDS

Commands are used to perform major operations such as moving a block of text or merging another document into the current one. A wide range of commands are available and this section of the user guide explains each in turn.

It is important to fully understand a command before it is used. As with most things, experience is the best way of learning so try these commands out on the sample document.

To initiate a command the CBM key is first pressed and released. The prompt "Which Command ?" is displayed in the screen heading. The letter key associated with the required command is now pressed. Most commands then display further prompts which are explained later.

ALPHABETICAL COMMAND SUMMARY

- c Copy Text From One Part Of The Document To Another
- d Send A Disk Command
- f Find An Exact Phrase In The Document
- F Find A Phrase In Any Letter Case
- g Go To Required Page
- m Move Text From One Part Of The Document To Another
- M Merge A Document Or Other Word Processor Files
- n Rename The Document
- p Print The Document
- q Quit To The Activity Menu
- r Replace A Single Phrase With Another
- R Globally Replace An Exact Phrase With Another
- s Save The Document To Disk Or Tape
- t Change Color Tone
- v Verify Document After OmniSpell Spelling Check
- w Override Document Width To Equal The Screen Width
- x Switch To Cassette Or Disk
- \$ Display Disk Directory To The Screen
- DEL Delete Text From The Document
- INST To Type An Insert Into The Document
- RUN Call Up OmniSpell
- SPACE Display Number Of Characters Free In The Document

FUNCTION KEY SUMMARY

In addition to the commands invoked from the CBM key, the function keys cause the following operations when they are pressed.

- F1 Page Forward
- F2 Page Backward
- F3 Next Screen
- F4 Previous Screen
- F5 Move Cursor To Next TAB Stop
- F6 Move Cursor To The Opposite End Of The Line
- F7 Type Insert. Press Again To End The Insertion
- F8 Delete Text

Note that F7 and F8 function keys duplicate the CBM INST and CBM DEL commands. They are used in exactly the same way except that F7 can be pressed to "end" an INSERT (or you can use the STOP key).

7.1 COPY TEXT FROM ONE PART OF THE DOCUMENT TO ANOTHER

Purpose: To highlight a consecutive piece of text in one part of the document and copy it to another location anywhere within the same document. Both parts of the document will then contain the same text.

Command: CBM c

Sequence: First position the cursor at the start of the text to be copied. Then press the CBM key followed by "c", highlight the text to be copied using the CRSR keys and press RETURN. Now move the cursor to the beginning of the new location and press RETURN.

Notes: All text that is highlighted is copied to the new location. Text is highlighted by using any CRSR key. The remainder of the page is highlighted by pressing CLR.

To highlight across pages – press F1 to highlight onto the next page, press F3 to highlight a full screen.

To de-highlight – move the cursor back using the CRSR keys or HOME, press F2 to de-highlight back a page, press F4 to de-highlight back by a full screen.

If the cursor is moved back past the original starting location the COPY is automatically abandoned.

7.2 DISK COMMANDS

Purpose: To allow access to the CBM Disk Operating System (DOS) commands. These commands are fully detailed in the CBM disk manual. OmniWriter documents are scratched (erased) from a disk by using a particular format within this command.

Command: CBM d

Sequence: Press the CBM key followed by a "d". Type the required command and press RETURN. On completion of the DOS command, the "error channel" message is displayed. These messages are again fully detailed in the CBM disk manual. To return back to the document editor – press the STOP key.

Notes: Please refer to the CBM disk manual for the correct syntax and full details of all the available functions.

OmniWriter documents are stored on the disk as a special type of program file (PRG) and should not be subject to any of the DOS commands except SCRATCH and VALIDATE DISKETTE. If you wish to rename a document or produce a copy with a different name then use the OmniWriter "name" command (CBM n).

USING DISKS – GENERAL INFORMATION

You use two disks when you use the OmniWriter program: the disk containing the OmniWriter and OmniSpell programs (the Master disk), and a disk to store your text files (data disk). You load the program into the computer's immediate memory from the Master disk. Once the program is loaded, you can remove the master disk and insert a data disk to hold your files and documents.

When you first type in your text, you are using the computer's immediate memory. If you wish to keep the text, you need to save it onto a data disk. Information inside the computer in the immediate memory disappears when you turn off the computer. Give each of the files a unique name. When you are ready to retrieve the file, use one of the OmniWriter commands to pull the file into memory.

The disks you use for storing your files need to be prepared before you can store data on them. This preparation is called formatting. Formatting puts magnetic tracks on the disk that will later store information in an orderly fashion. You can also reformat used disks, but any information previously on the disk will be erased. You can format your disks from within OmniWriter. See the section 7.2 "Preparing a Brand New Diskette for Use."

To prevent a disk from being erased, you can "write-protect" a disk. Write protecting a disk means that you cannot "write over" with new information, or by erasing. Data disks have a notch cut out of their protective covers. This notch is a signal to the disk drive that the information contained on the disk can be replaced or erased. To write

protect a disk, you simply cover the notch with the little adhesive tabs provided with a new box of disks.

SCRATCHING AN OMNIWRITER DOCUMENT FROM DISK

To SCRATCH (erase) a document from the disk, type "s:name" where "name" is the full name that you use to recall the document from disk, and press RETURN.

PREPARING A BRAND NEW DISKETTE FOR USE

Before you can use a brand new diskette it must be formatted. This is performed by the "NEW" command. The format is "n:name, id", where "name" is the name that the diskette is to be called and "id" is a two character identifier that the disk drive can use internally (it can be anything).

Beware that CBM 4040 disk drives require that all disks contain UNIQUE identifiers, however CBM 1540/1541 disk drives really don't care. Be careful that the disk is not an old diskette that you really want to keep, because this command will completely erase any information contained on the disk.

Here are two examples:

=>s: sample Erases document called "sample."
=>n: my letter disk, hi NEW's (formats) the diskette.

7.3 FIND A SEQUENCE OF CHARACTERS

Purpose: To search through the document starting at the current cursor location for a specified sequence of characters, either on an exact match or any letter case combination.

Command: CBM f or CBM F

Sequence: Press the CBM key, followed by "f" to find an exact match or "F" to find a match on any letter case (upper or lower case) combination. Type the required character sequence to be searched for and press RETURN.

Notes: The document is searched from the current cursor location. At each point where the sequence occurs the search halts. Press STOP to end the command (now REPLACE or MOVE or whatever) or press RETURN to continue the search.

The sequence of characters last typed is remembered so that when the FIND command is re-issued you can re-use or type over the remembered character sequence.

Format symbols can be used within the character sequence by typing them in the normal way, CTRL followed by the format symbol letter. A RETURN can be entered by typing CTRL-RETURN.

7.4 GO TO PAGE

Purpose: To position the cursor at the top of the requested page.

Command: CBM g

Sequence: Press the CBM key, then g. Enter the required page number and press RETURN.

Notes: To go to the Header Page, enter "h" as the page number.

To go to the Footer Page, enter "f" as the page number.

To go to the Work Page, enter "w" as the page number.

7.5 MOVE TEXT FROM ONE PART OF THE DOCUMENT TO ANOTHER

Purpose: To highlight a consecutive piece of text on one part of the document and move it to another location within the same document.

Command: CBM m

Sequence: First position the cursor at the start of the text to be moved, then press the CBM key followed by "m". Highlight the text to be moved and press RETURN. Move the cursor to the beginning of the new location where the highlighted text is to be moved and press RETURN.

Notes: All text that is highlighted is moved to the new location. Text is highlighted by using any CRSR key. The remainder of the page is highlighted by pressing CLR.

To highlight across pages – press F1 to highlight onto the next page, press F3 to highlight a full screen.

To de-highlight – move the cursor back using the CRSR keys or HOME, press F2 to de-highlight back a page, press F4 to de-highlight back by a full screen.

If the cursor is moved back past the original starting location the MOVE is automatically abandoned.

7.6 MERGE FROM DISK OR TAPE

Purpose: To merge a document held on disk or tape into the current document in memory. Individual pages or a range of pages can be selected. This command can also merge other word processing files such as HESWRITER, Easy Script or WordCraft.

Command: CBM M

Sequence: Move the cursor to the location where the merged text is to be inserted, Press the CBM key followed by "M" (upper case). Type the name of the document that is to be merged from, and press RETURN. Type the page number of the first page to be inserted, and press RETURN. Finally type the page number of the last page to be inserted, and press RETURN.

The selected text is then inserted into the document memory.

Notes: Almost any type of file can be merged directly into a document. In addition to merging OmniWriter documents, the following file types can be merged:

A WORDPRO or SUPERSCRIPT file can be merged by omitting the page range replies and pressing RETURN to both prompts.

A MICROSCRIPT file can be merged by replying "m" to the first page range prompt and pressing RETURN.

A WORDCRAFT chapter can be merged by replying "c" to the first page range prompt and pressing RETURN. All WORDCRAFT embedded controls are completely removed. Ensure that you key in the full Wordcraft file name and chapter number.

Any type of SEQUENTIAL file can be merged by replying "s" to the first page range prompt and press RETURN. HESWRITER and Easy Script files can be merged this way.

If the sequential file name starts with an exclamation mark all carriage returns (decimal 13) are translated to numeric TAB format symbols. This is suitable for a sequential file containing figures. BUSICALC file names starting with a hash (#) symbol can be merged by replying "O:" followed by the file name. Carriage returns are again automatically translated to numeric TAB symbols.

MERGING DISK DIRECTORIES

A disk directory listing can be merged into the document by giving the merge file name as "\$*". This can then be printed if required. By replying further you can merge a selective disk directory. For example, "\$O:let*" will select all files beginning with the name "let" from drive O. See the CBM disk manual for a fuller explanation of "pattern matching."

7.7 RENAME THE DOCUMENT IN MEMORY

Purpose: To change the name of the current document held in memory, perhaps to retain the old version on disk/tape or to create an additional copy of the document under a different name.

Command: CBM n

Sequence: Press the CBM key followed by "n", type the new name for the document and press RETURN.

Notes: This command does not change the name of the EXISTING document held on disk. If the newly named document is subsequently SAVED to disk or tape it will be filed under the new document name leaving the old document unaffected.

7.8 PRINT

Purpose: To print all or a selected range of pages starting from the current document, to optionally print GLOBALLY a succession of linked documents. Also to MERGE text from the Work Page into the main document and to continue re-printing the main document until all or a selected range of MERGE text has been processed.

Command: CBM p

Sequence: Press the CBM key followed by "p". The document print option menu is displayed. Move the cursor onto any option by using the CRSR UP or CRSR DOWN keys and alter as required, press STOP to leave the print options as set but return to editing the document, or press F1 to commence printing.

Press the STOP key at any time to suspend printing. To continue again press SPACE or to restart the current page press HOME and finally to abandon the print completely – press F1.

Notes: All print options (except for the page range) are automatically kept with the document when issuing the SAVE command, so that when a document is recalled it is not necessary to set these options up again.

See the DOCUMENT PRINTING section.

7.9 QUIT FROM THE DOCUMENT

Purpose: To finish editing the current document and return to the "Select Activity" menu. The current document is erased from the computer memory.

Command: CBM q

Sequence: First ensure that the current document has been saved to disk (or tape) if it has been changed. Press the CBM key followed by "q", confirm the prompt by pressing RETURN, or press STOP to remain editing the current document.

Notes: If the document has been changed and has not been SAVED a warning message is displayed. If you want to save it, press STOP to cancel the Quit command, save the document and reissue the Quit command.

7.10 REPLACE TEXT

Purpose: To highlight a phrase in the document and replace it with another phrase, either once or repeatedly throughout the document.

Command: CBM r or CBM R

Sequence: Position the cursor at the start of the text to be replaced (by moving the cursor or using the FIND command), press the CBM key followed by "r" to replace just the highlighted phrase, or "R" to replace the highlighted phrase and GLOBALLY replace all other instances.

Now highlight the text to be replaced and press RETURN. Type the new text and press RETURN.

If performing a GLOBAL replace – press RETURN to find the next instance of the phrase. Press RETURN again to replace and press SPACE to ignore. Press SHIFT AND RETURN at any time to automatically replace all subsequent instances of the previously highlighted text.

Notes: To abandon the replace press the STOP key at any time. Note that the maximum number of characters that should be highlighted for replacement is 28, and they can be replaced by up to 25 characters of new text.

When globally replacing the search will continue for an exact match or match or any letter case. This is determined by the response to the previous FIND command.

If you do not type any characters into the "Replace With?" prompt the highlighted phrase is simply deleted without replacing it with any new text.

Format symbols can be used within the replacement phrase by typing them in the normal way, CTRL followed by the format symbol letter. A RETURN can be entered by typing CTRL-RETURN.

7.11 SAVE DOCUMENT TO DISK OR TAPE

Purpose: To secure the document held in computer memory as a permanent file and to erase the old version of the document if held on disk.

Command: CBM s

Sequence: Press the CBM key followed by "s", confirm the action by pressing RETURN, or press the STOP key to abandon the command.

Notes: This command effectively replaces the document held on disk with the version of the document currently being edited.

If you wish to retain the previous disk version of the

document the NAME command (CBM n) can be used to change the name of the document under edit, the SAVE command can then be used to save the document under this new name while retaining the old version on the disk. Cassette users need not be concerned as the cassette system does not operate in this way.

The name of the current document is displayed permanently on the screen heading.

7.12 SET COLOR TONE

Purpose: To change the screen color for the border, background or text.

Command: CBM t

Sequence: Press the CBM key followed by "t". To change the text color press the F1 function key. To change the background color press the F3 function key. To change the border color press the F5 function key and to reset all colors to their "power-on" combination press the F7 function key. To end the command press the STOP key.

Notes: Pressing the function keys repeatedly will cycle through all the color tones. Certain color combinations will seem to make the text or screen headings disappear. Also note that text highlighting (used in DELETE, COPY etc. commands) is shown in WHITE so avoid WHITE as the text or background colors.

The selected colors are retained WITH THE DOCUMENT when it is saved to disk or tape; these colors will be restored when the document is subsequently recalled for edit. So you may "color code" your documents if you wish.

7.13 OVERRIDE PAGE WIDTH

Purpose: To reduce the current document width to the 40 columns screen width to assist in review and edit.

Command: CBM w

Sequence: Press the CBM key followed by "w".

Notes: This command effectively overrides the right margin defined by the end of any format lines present in the document.

The command allows all text to be visible on the screen, even though it may be printed within a wider page. Format lines are not actually changed by this command so that they can be altered or reviewed.

When this command is in effect the "w" of OmniWriter is highlighted in the screen heading. This override is ended by issuing the command again.

Do not forget to turn this command off before printing.

7.14 DISPLAY DISK DIRECTORY

Purpose: To display, screen by screen, all file names, file types and blocks used on the current disk in use.

Command: CBM \$

Sequence: Press the CBM key followed by the \$ key (a shifted 4). Press the SPACE BAR to "page" through the directory listing. Press the STOP key at any time to abandon the command.

Notes: This command does not disturb the text held in document memory. Once completed the display returns to your text exactly as it was prior to issuing the command.

SELECTIVE DISK DIRECTORY DISPLAY

The DOS Command (CBM d) can be used to display selective disk directories and also disk directories of drive 1 if you are using a double disk drive unit. Issue the DOS command and, for example, reply "\$0:doc*" to display a list of all files with "doc" as the first part of their name. To select from drive 1 reply "\$1:doc*".

7.15 DELETE TEXT FROM THE DOCUMENT

Purpose: To highlight a consecutive piece of text and delete it from the document.

Command: CBM DEL

Sequence: First position the cursor at the start of the text to be deleted, then press the CBM key followed by the DEL key. Highlight the text to be deleted and press RETURN to action the deletion.

Notes: All text that is highlighted is deleted, text is highlighted by using any CRSR key. The remainder of the page is highlighted by pressing CLR.

To highlight across pages – press F1 to highlight onto the next page, press F3 to highlight a full screen.

To de-highlight – move the cursor back using the CRSR keys or HOME, press F2 to de-highlight back a page, press F4 to de-highlight back by a full screen.

If the cursor is moved back past the original starting location the DELETE is automatically abandoned.

7.16 TO TYPE AN INSERT INTO THE DOCUMENT

Purpose: To insert new text into an existing document.

Command: CBM INST

Sequence: First position the cursor to where the new text is to be inserted and press the CBM key followed by the INST key. Type the insertion. Once completed press the STOP key to "end" the insert.

Notes: A blank line is used to separate the newly inserted text from the original. Any amount of text can be inserted at any one time. The cursor cannot be moved off the line being typed.

On pressing the STOP key, the text underneath the insertion is automatically adjusted and the blank line removed.

It is not necessary to INSERT at the foot of a page.

7.17 DISPLAY NUMBER OF CHARACTERS FREE

Purpose: To display the amount of remaining space for text in the document memory.

Command: CBM SPACE BAR

Sequence: Press the CBM key followed by the SPACE BAR

Notes: 34,000 characters of document memory are available for text. Each typed character occupies one character of document memory. When all document memory has been used the message INSUFFICIENT MEMORY is displayed.

When entering large volumes of text it is advisable to split the text into several OmniWriter documents. There is a "global" print facility that allows for OmniWriter documents to be printed one after another like one very large document.

7.18 NEXT PAGE/PREVIOUS PAGE

Purpose: To move the cursor to the top of the next page in the document or to move the cursor into the previous page.

Command: F1/F2 function keys

Sequence: Press F1 to move the cursor to the top of the next page. Press F2 to move the cursor to the top of the previous page.

Notes: Pressing F2 on Page 1 will move the cursor into the Work Page, similarly pressing F1 on the Work Page will move the cursor back into Page 1. Pressing F2 on the Header Page will move the cursor into the last page of the document.

7.19 NEXT SCREEN/PREVIOUS SCREEN

Purpose: To move the cursor onto the next or previous screen of text in the document.

Command: F3/F4 function keys

Sequence: Press F3 to move forward a screen, press F4 to move backwards a screen.

Notes: These commands operate over Page Breaks and provide an easy way to review a document.

7.20 THE HEADER AND FOOTER PAGES

Purpose: To provide heading and footing lines that can be automatically printed at the top and bottom of all pages in a document.

Command: CBM g h or CBM g f

Sequence: Issue the GO TO PAGE command with CBM g, enter a page number of "h" to go into the header page, or enter a page number of "f" to go into the footer page.

Notes: These pages are always present in a document. When a document is first created a single line is present in both header and footer pages. This can be deleted if required leaving just the PAGE End symbol. The Header Page is normally suppressed but the Footer will always print unless completely empty (just the PAGE End symbol). A print option is used to cause the Header Page to print (see PRINT command).

Any number of lines can be entered in these pages. When printing – the current page is printed immediately after any Header lines and a skip to the next page will occur after printing any Footer lines.

PRINTING THE PAGE NUMBER

The current PRINTED page number can be automatically inserted and printed by keying CTRL # (number or pound sign) into any text in Header, Footer or the main document pages.

7.21 THE WORK PAGE

Purpose: To hold your own notes or the "HELP" page. Its main functional use is to hold names and addresses or other similar texts for Merging into the main document at print time.

Command: CBM g w

Sequence: Issue the GO TO PAGE command with CBM g, enter "w" as the page number and press RETURN.

Notes: Any number of lines can be typed into the Work Page, text can be moved into and out of the Work Page, but it cannot be selected for printing. Each piece of text typed into the Work Page (for Merging into the main document) should be preceded by a MERGE symbol. For selective merging type a DON'T MERGE symbol at the end of each "set" of MERGE information (such as a complete name, address and postal code). See the "Mail Merge" section for more on this subject.

7.22 DIRECTING DOCUMENTS TO CASSETTE OR DISK

Purpose: To subsequently SAVE, EDIT or MERGE using either the cassette unit or the disk unit.

Command: CBM x

Sequence: Issue the above command, reply "c" to use the cassette unit or reply "d" to use the disk unit and then press RETURN.

Notes: If you are unsure about the current setting, issue the command. The current setting is displayed under the cursor. This command selects not only cassette or disk but can also direct printed output to device 5. This is the pre-set device number of the CBM 1520 Color Printer.

Replies to this command are:

- c - Use Cassette Tape
- d - Use disk drive 0, with a device number of 8 (standard disk unit)
- p - Use printer device 4 (standard CBM printer)
- P - Use printer device 5, to use the CBM Color Printer
- r - Reset to disk drive 0 with a device number of 8 and printer with a device number of 4. This is the normal default setting.

USING CASSETTE AND DISK

For users who wish to use both cassette and disk storage or for users who wish to move documents from tape over onto disk following these instructions.

When you call up an old document from the "Select Activity" screen OmniWriter checks to see whether a disk unit is plugged in. If no disk unit is plugged in OmniWriter sends out the prompt "PRESS PLAY ON TAPE". As with all commands you can press the STOP key to abandon the cassette operation. Once you have called up your document from either cassette or disk you can switch to cassette or disk storage by using the CBM x command. You can then issue the SAVE command to store your document back onto the selected storage medium.

SECTION 8 - DOCUMENT PRINTING

8. DOCUMENT PRINTING

Purpose: To define the general characteristics of the complete printed document, and/or to select a range of pages to be printed or information to be merged.

Command: CBM p

Sequence: Press the CBM key followed by "p", the print option screen is displayed. Previously set or assumed values are displayed for possible alteration.

Notes: The next few pages detail each of the options and their uses.

THE PRINT OPTION SCREEN (With Assumed Values).

– Print Options –

Printer Type: v

Form Feed: n

Paper Length: 66

Start Column: 1

Pitch Setting: 1

Justification: n

File:

Start Page: 1

Auto L/Feed: y

Single Sheet: n

Header: n

Lines/Inch: 6

Global/Fill:

End Page: 999

– Press F1 To Print –

Use the CRSR UP/DOWN key to move the cursor from one option to the next, alternatively press RETURN to move onto the next option. To change an option just type over the highlighted value. You can use the INST and DEL keys on certain options to edit the value.

To return back to the current document under edit without printing press the STOP key. Any changed values can be automatically saved with the document using the normal document SAVE command.

8.1 PRINTER TYPE

Each of the supported printers has an associated letter that should be used to set the printer type. The assumed printer is the VIC-1525 which has a printer type of "v" (lower case). Other printers are as follows:

- v- VIC 1525/1526, CBM Printers and Seikosha GP100/VC
- e- EPSON MX/RX/FX80 Series
- q- QUME/DIABLO
- s- NEC SPINWRITER
- t- TRIUMPH ADLER TRD170S
- f- RICOH FLOWRITER
- a- ASCII Printers

If the printer type is keyed in lower case all printing is performed on your Commodore 64 as if OmniWriter was a normal BASIC program. If your printer works fine from BASIC then it should work fine with OmniWriter by selecting the printer type in lower case.

To use printers connected to the user port reply with an upper case printer type. So for an EPSON printer enter an upper case "E".

If you have a non-CBM printer that is not in the above list then use the ASCII option. Printers such as the SMITH CORONA and BROTHER are fully supported by selecting the ASCII printer type.

8.2 FORM FEED

A form feed is a special character (in ASCII, decimal 12) that will cause most printers to space up the paper to the next top of form position. CBM printers do not normally recognize this character (except CBM 8300).

This option allows you to select the form feed option if it is supported by your printer.

If you enter a "y" then a form feed character will be sent at the end of every page of text where the Footer Page contains just a Page Break. If you enter an "n" then all skipping to the next page will be performed by line-feeding until at the next top of form position.

Some printers are notably faster at "form-feeding" than "line-feeding", so if your printer can "form-feed" it may be useful to reply "y".

8.3 AUTO L/FEED

An automatic line feed is a feature of many printers that causes the printer to space a line after returning the carriage. Many printers have a switch (usually buried inside the printer! !) which can turn auto line-feeding on or off. Most CBM printers have a fixed auto line-feed.

If your printer automatically line feeds when returning the carriage then enter a "y". If your printer does not line feed when returning the carriage then enter an "n". If you are not sure, experiment by printing a few lines with both options.

This option can be used to produce “double spaced” copy for draft documents, if you normally enter a “y” then enter an “n” to double space. If you normally enter an “n” then enter an upper case “N”.

8.4 PAPER LENGTH

Enter the number of lines that can fit on a single page (or single label) of the stationery you are using. Bear in mind the number of lines per inch that you have selected for printing. For 11 inch paper at 6 lines per inch it would simply be 66 lines, which is the value that OmniWriter assumes unless you change it. If you are printing on continuous stationery it is most important to set this value correctly. Failure to do so will result in text “moving down” as each page prints.

8.5 SINGLE SHEET

Depending on the nature of your work you may be using continuous stationery or just single sheets of paper that you load by hand into the printer.

This option lets you decide whether to print continuously page after page without stopping, or to pause at the start of each new page for you to load in a new sheet of paper. Enter an “n” to print continuously, enter a “y” to have OmniWriter pause at the start of each page.

The “pause” message also allows you to skip over the next page completely, so it can be quite useful for selecting pages to be printed when you are not sure of their page numbers.

8.6 START COLUMN

This number is used to space up to a particular column on the printer before each line is printed. It could be called the printer’s left margin, it allows you to set the left margin in your text at any position that is convenient without having to worry about what happens when you come to print it.

8.7 HEADER

A document can have automatic headings produced from text typed into the Header Page. This option allows you to say “yes, I want automatic headings” or “no, ignore any text in the Header Page”. “No” is assumed unless changed. Enter a “y” for yes or an “n” for no.

8.8 PITCH SETTING

“Pitch” is a term that effectively means “the number of characters per inch”. Rather than typing this value in, this option lets you select 3 fixed pitch values for those printers that actually have this facility.

QUME/DIABLO, SPINWRITER, TRIUMPH and RICOH FLOWWRITER printer types support this feature. Enter a “1” for 10 characters per inch, enter a “2” for 12 characters per inch or enter “3” for 15 characters per inch.

On the EPSON you can select normal printing by entering a "1", emphasized printing by entering a "2" and condensed printing by entering a "3."

8.9 LINES/INCH

The number of lines printed per vertical inch of paper can be changed with this command, except for the VIC printer. Enter either 6, 8, or 12 to select the required number of lines per inch.

8.10 JUSTIFICATION

Normally text is justified against the left margin. Words at the end of a line usually end in different columns leading up to the right margin, leaving a "ragged" right margin.

Entering a "y" in this option will cause additional spaces to be inserted evenly between words so that text is justified against the right margin. OmniWriter assumes "n" (no justification) unless changed.

8.11 GLOBAL/FILL

This option serves two (individually exclusive) purposes, to request a GLOBAL print of a number of documents in one print run, or to request the document be FILLED by merging text from the Work Page or other sources.

GLOBAL PRINTING

If you wish to print several documents as one continuous document they can be linked together by entering a "g" in this option IN ALL DOCUMENTS that are to be globally printed, except for the last one. The FILE option must also contain the name of the next document to be printed.

When GLOBALLY printing, each document will be successively recalled from disk into document memory and printed. Note that if the first document has been changed. IT IS AUTOMATICALLY SAVED TO DISK before recalling the next document.

FILLING A DOCUMENT FOR MAIL MERGE

Enter an "f" in the GLOBAL/FILL option to "fill" the document by merging pieces of information held in the Work Page. Enter a "v" in this option to merge information from an OmniWriter document held on disk. Enter an "s" in this option to merge information from a SEQUENTIAL disk file.

Entering any of these options will cause the main document to completely re-print until all the selected information from the information source has been used up. See the Mail Merge section for a full explanation.

8.12 FILE

This option is used in conjunction with the GLOBAL/FILL entry. When the GLOBAL/FILL entry contains a "g" the FILE entry must contain the name of the next document to be printed. The last document in the chain should have a space typed into the GLOBAL/FILL option. For mail merging from an OmniWriter document on disk or a SEquential file the FILE entry should contain the name of the relevant file.

8.13 START PAGE

The number of the first page to be printed should be entered. If "filling" has been selected the START PAGE is the number of the first "set" of text held in the Work Page that is to be used when "filling" the main document. A "set" is considered to be all text in between DON'T MERGE symbols.

8.14 END PAGE

The number of the last page to be printed should be entered. Again if "filling" has been selected this number is used as the last "set" of text held in the Work Page that is to be considered when "filling" the main document. A "set" is considered to be all text in between DON'T MERGE symbols.

8.15 THE PRINT RUN

Once you have set any options, press F1 to print the document. While the document prints you will see on the screen the current page being printed. On the VIC and EPSON printers this will correspond exactly. On printers with large "buffers" (memory) the screen display will always be "ahead" of the printer.

If you press the STOP key during printing (keep it held down) you can suspend printing (perhaps to answer the phone!) and resume later from where you left off. You can also restart the current page or abort the printing completely. The prompt message on the screen explains which keys to use.

Once the print has completed, the normal document editing "state" is re-entered at the last page printed. If you were printing with headers and footers then you will usually be placed in the footer page. Use the GO TO PAGE command to move the cursor into your required page.

SECTION 9 - MAIL MERGE AND DOCUMENT FILLING

9. FILLING A DOCUMENT FOR A MAIL MERGE

A "mail merge" is probably one of the most common types of large volume operations that a word processor is expected to perform. A mail merge is simply the "filling out" of a fixed letter or label with information such as a name and address, a reference number and possibly a salutation.

The word processor can be instructed to automatically print out the same document over and over again but with the different names and addresses neatly formatted as if all typed by hand.

Of course you need not be merging names and addresses. Any text can be merged but a mail merge is certainly the most common and will be used here as an example.

How is this all done? Well, very simply. First identify which parts of the letter are to contain the varying information, then type the letter as usual but type a MERGE symbol instead of each piece of information.

Your letter may then look like this:



Ref: ↑◀
21st February 1983 ◀

Dear ↑, ◀

We have pleasure in enclosing a copy of our latest catalogue which contains many new product lines that may be of interest to you.◀

Yours sincerely,◀

Sales Director ◀

The document is now prepared for “filling” at each of the MERGE symbols. Now it is necessary to type the varying information that is to be used in order to “fill out” the document.

The variable information can be held in the Work Page. Use the GO TO Work Page command (CBM g w RETURN). Each piece of information should be preceded by a MERGE symbol.

Type in each piece of information for the first letter like this:

↑ Shendle Hardware Company, ↑ Unit 28, ↑ Tipper Trading Estate ↑
Tippersville ↓ /MO26 ↑ Mr. Shendle ↓

All the other customers details can be typed in a similar way. At the end of each customers information type a DON'T MERGE symbol. This will allow individual customers to be selected.

Once this has been completed you will have a Work Page containing information which can be used over and over again in other letters as well as the batch you are about to print.

To print out the letters issue the PRINT command (CBM p) and enter an “f” in the GLOBAL/FILL option. Ensure that the START PAGE number is set to 1 and the END PAGE number is set to 999. This requests that all customers letters are to be “filled”.

Pressing the F1 function key will print out each letter filled with the varying pieces of information.

If you wish to print out letters with just one or a range of customer details, then use the START PAGE / END PAGE option to select the “set” number. In our example this number is the occurrence of the required customer, (a “set” is the text between DON'T MERGE symbols), so the first customer in the Work Page is “set” number 1, the second customer is “set” number 2 and so on.

Another way to select items from the Work Page is to enter a “y” in SINGLE SHEET (ensuring HEADER is set to “n”). So you can see on the screen before printing it, each filled out page. If you press CLR you can skip onto the next page without printing anything. Once you reach the required customer press SPACE to print out the letter. Note that HOME cannot restart a FILLED page correctly.

9.1 ALTERNATIVE INFORMATION SOURCES

The above example explains how to store and merge your information from the Work Page. For disk users there are also two other ways of storing your information for mail merging. You may store each "set" of information in individual pages of a totally separate OmniWriter document. You may also merge information from a "BASIC" SEquential disk file.

9.2 MERGING INFORMATION FROM AN OmniWriter DOCUMENT

When filling from an OmniWriter document you can select a range of pages to be merged. This will then only select information contained within those pages of the document. The name of the document should be entered in the "FILE" print option and a "v" should be entered in the "GLOBAL/FILL" print option.

When creating the information document you should place the merge symbols at the front of each piece of information in the usual way, but instead of using DON'T MERGE symbols to split up "sets" place each "set" on separate pages. This will make it very easy to reference.

9.3 MERGING INFORMATION FROM A BASIC SEQUENTIAL FILE

The other source of information is a SEquential file, this provides an interface to other software such as database systems and spreadsheet programs. You could even create the file from a BASIC program.

To "fill" from a sequential file enter the file name in the "FILE" print option and an "s" in the "GLOBAL/FILL" print option. OmniWriter will then consider each carriage return contained in the sequential file as a MERGE symbol.

9.4 SKIPPING OVER UNWANTED PIECES OF INFORMATION

In all types of merge operation you may enter a DON'T MERGE symbol in the main document (containing the letter or address label) to IGNORE the next piece of information that would otherwise be merged at the next MERGE symbol. This allows you to use the same information source for many different purposes.

For instance, if you were printing an address label using information similar to our example you might wish to skip over a reference number. Typing a DON'T MERGE symbol after the last line of the address label would make OmniWriter skip over the reference number.

SECTION 10 – SYSTEM PROMPTS AND MESSAGES

10.1 COMMAND PROMPTS

Which Command ? – Displayed after pressing the CBM key, press the required command key, press STOP to cancel.

Delete What ? – After issuing the DELETE command, highlight the text to be deleted and press RETURN.

Copy What ? – After issuing the COPY command, highlight the text to be copied and press RETURN.

Move What ? – After issuing the MOVE command, highlight the text to be moved and press RETURN.

To Where ? – Now indicate where the text is to be moved or copied to by positioning the cursor at the required location.

Insert What ? – Displayed during an INSERT after issuing the INSERT command, type the insert and press F7 or the STOP key to end the insert.

Save Document ? – After issuing the SAVE command, press RETURN to store the document on to the disk, the previous version is also erased.

Quit Back To Activity Menu ? – After issuing the quit command, used to return back the “Select Activity” screen in order to create or edit another document.

Find What ? – After issuing the FIND command, type the required character sequence to be searched for and press RETURN.

Replace What ? – After issuing the REPLACE command, highlight the text to be replaced and press RETURN.

Replace With ? – During a REPLACE, type the sequence of characters that are to replace the highlighted characters and press RETURN.

Go To Page: – Type the required page number and press RETURN, type “w”, “h” or “f” to go to the Work, Header or Footer pages.

=> – Used to enter a disk operating system command.

Name: – Type the name of the document that is to be created or edited and press RETURN.

New Name: – Displayed after issuing the NAME command, type the new name for the document and press RETURN.

Merge: Page: To: – After issuing the MERGE document command, type the name of the document to be merged and the range of pages.

xxxx Characters Free – Shows the number of characters that can be typed into the document memory before INSUFFICIENT MEMORY is displayed.

F1=Text F3=B'grnd F5=Border Tone ? – Displayed after issuing the TONE command, cycle through the color tones until a suitable combination is reached.

SPACE=Cont HOME=Restart F1=Abort – Displayed when printing is interrupted by pressing the STOP key, press SPACE to continue printing, press HOME to restart printing from the top of the current page, or press F1 to abort printing completely.

Press SPACE To Print (CLR to Skip Page) – Displayed before printing a new page, when printing on single sheet stationery – pressing the CLR key will skip over the complete page.

10.2 SYSTEM MESSAGES (Displayed At The Bottom Of The Screen)

Invalid Key – Displayed after pressing an unused command key.

Incomplete Merge – Insufficient Memory – During a document merge from disk you have completely filled the document memory. Not all the requested information will have been merged.

Insufficient Memory – Document memory has been completely used up, save the current document to disk and create a new document, use the GLOBAL print facility to print several documents as one. Alternatively split the full document in half by creating two new documents and use the MERGE command to merge the first set of pages and then the last set of pages into the two new documents.

Device Off-Line Error – Either your disk or printer is not connected properly.

More . . . Press Space Bar – When displaying a disk directory there are more entries to display than will fit on the screen, press SPACE to see the next screenful or press STOP to cancel.

File Type Mismatch – The name you have given as an OmniWriter document is not an OmniWriter document, re-enter the name or press STOP to cancel. This message may also appear if the contents of your disk have become corrupted in some way.

WARNING ! CHANGES NOT SAVED TO DISK – After issuing the QUIT command, OmniWriter is warning you that the document in memory has not been saved to disk or tape since it was last altered and that by continuing with the QUIT command you will LOSE the document from memory. Press the STOP key to cancel the QUIT and then issue the SAVE command to save your document to disk or tape, or press RETURN to end editing the document and re-display the "Select Activity" screen.

Press RETURN to find next – During the FIND command OmniWriter pauses at each occurrence of the search sequence, press OmniWriter to continue the search, press STOP to end the search.

Press RETURN to replace, SPACE to skip – During a GLOBAL REPLACE – OmniWriter pauses at each occurrence of the highlighted sequence to be replaced, to replace the sequence press RETURN, to NOT REPLACE this sequence press the SPACE bar, to instruct OmniWriter to replace this and ALL OTHER SEQUENCES press SHIFT RETURN.

OTHER MESSAGES . . . When saving a document to disk or recalling a document from disk other messages can be displayed. These will have been sent from the disk unit and are detailed in the CBM Disk Manual. They are usually self explanatory.

APPENDIX

A1. DOCUMENTS SUPPLIED ON THE SYSTEM DISK

Several documents are supplied, these are:

- help
- sample
- merge letter
- merge label

The "help" document is a page containing a list of commands, format symbols and other useful information. When editing a document you can merge it into the Work Page using the MERGE command in the normal way. From then on it can be easily referred to by using the GO TO PAGE command.

The "sample" document contains almost every kind of formatting that you are likely to want to do. If you are unsure how to use a format symbol in a particular case then this document can be used to "crib" from. This document can also be used to practice some of the commands. Do not try to save the file.

The "merge letter" document shows how to construct a standard letter with MERGE symbols so that it can be repeatedly printed for all the names and addresses in the Work Page. To try this out all you need to do is issue the print command, set your printer type and press F1.

The "merge label" document shows how to print out labels repeatedly. While merging names and addresses from the Work Page, you'll notice that page 1 just consists of four merge symbols, one for each name and address line.

It is recommended that you edit each of these documents in turn from the system disk and then SAVE them onto one of your other disks/cassettes, then put the system disk away ready for your next session, in a safe, non-magnetic, dry place.

You may also find an additional document called "enhancements." This will contain details of any changes made to the word processor software since publication of this manual. You should print this document out and keep it in your OmniWriter folder.

The other files on the OmniWriter disk such as "vws", "vwr" etc. are components of the word processor software and should be ignored.

A2. HES WARRANTY CARD

Supplied in the package with OmniWriter is a HES warranty card. Please fill it out and return it. If, at a later date, you should destroy your OmniWriter master disk and you are a registered user with HES, you can purchase an additional disk for a nominal fee. See the warranty card for more details.

A3. DRIVING CENTRONICS PARALLEL PRINTERS FROM BASIC

If you are using a printer with the Centronics parallel protocol you are able to use your printer with OmniWriter by connecting the printer to the CBM 64 user port with a low cost cable available from your dealer or Skyles Electric Works, Sunnyvale. When you print documents from OmniWriter you select the required printer type by replying with an UPPER case letter.

When you use your CBM 64 outside of OmniWriter you may continue to use your printer by loading and running the specially supplied program "C64-PARALLEL.PRG". Once RUN your CBM 64 remains configured until you turn your CBM 64 off or you press RUN/STOP and RESTORE. Normal BASIC programs can be written as instructed in the BASIC programming manual to use the printer as device number 4.

A4. OMNIWRITER 64 DOCUMENT FILE FORMAT

This information is intended for users wishing to read or write OmniWriter document files from BASIC or machine-code programs. This assumes a degree of understanding about Commodore systems and programming.

A document file is stored on the disk as a program file (PRG), the first 200 bytes (characters) of the file contains the document file header details. The document file header format is as follows:

| Byte | Name | Description |
|-------|-------------|--|
| 0-3 | OURID | Used to identify an OmniWriter document, normally contains \$56, \$FF, \$56, \$57. |
| 4-5 | BYTES | Total number of characters in the document file excluding the header control information, in lo/hi format. |
| 6-7 | PAGES | Total number of pages in the document including the header, footer and work pages. |
| 8-14 | RESERVED | — |
| 15-31 | NAME | The full document name in CBM ascii, terminated by \$60 |
| 32-33 | PRINTER | Printer model as keyed into print option. |
| 34 | BAUD RATE | Unused on CBM 64 version |
| 35 | FORM FEED | Form feed capability. |
| 36 | AUTO L/FEED | Automatic line feed capability. |
| 37-38 | FORM LENGTH | Length of form, in lines. |
| 39 | SINGLE | Single sheet or continuous. |

| | | |
|--------|---------------|--|
| 40-41 | OFFSET | Printer column offset. |
| 42 | HEADER | Header suppress indicator. |
| 43 | RESERVED | — |
| 44-45 | PITCH | Printer pitch. |
| 46-47 | LINES/INCH | Number of lines per inch. |
| 48 | JUSTIFICATION | Full margin justification indicator. |
| 49 | GLOBAL/FILL | Global print or fill document indicator. |
| 50-66 | GLOBAL NAME | Name of next document in global chain. |
| 67 | TEXT COLOR | As set by default or user. |
| 68 | BORDER | As set by default or user. |
| 69 | BACKGROUND | As set by default or user. |
| 70-199 | RESERVED | For future use. |

All numbers preceded by a dollar sign (\$) are in hexadecimal.

All two byte fields are held as hexadecimal numeric in normal lo/hi form, file names are held in CBM ASCII code, all numeric values are held in straight lo/hi hexadecimal and remaining fields are held in screen ASCII code.

To process an OmniWriter document in BASIC the GET# command should be used.

The remainder of an OmniWriter document is held as a continuous stream of text characters and format symbols, it is not formatted in any way, all text is held in screen ASCII code and the complete file is terminated by decimal 255.

The format symbols have the following values (in decimal).

| | |
|-------------|-------|
| TAB | - 219 |
| RETURN | - 220 |
| NUMERIC TAB | - 221 |
| CENTER | - 223 |
| FORMAT LINE | - 230 |
| MERGE | - 233 |
| DON'T MERGE | - 234 |
| INDENT | - 235 |
| SUBSCRIPT | - 236 |
| EMBOLDEN | - 237 |
| UNDERLINE | - 238 |
| SUPERSCRIP | - 239 |
| PAGE BREAK | - 241 |

45. USING OMNIWRITER WITH CBM IEEE PERIPHERALS

OmniWriter can be used with both the 2031 single disk drive, the 4040 dual disk drive and IEEE printers by using a suitable IEEE cartridge

plugged into the CBM 64 cartridge slot. The IEEE cartridge manufactured by Micro Systems Development of Dallas, Texas should only be used in the following way:

- Turn the CBM 64 off.
- Plug the MSD IEEE cartridge into the 64. Connect the IEEE cable between the 2031/4040 or printer and the MSD cartridge.
- Turn the 64 and disk drive on.
- Type "SYS 57278" and press the RETURN key to enable the MSD interface.
- Place the supplied OmniWriter/OmniSpell disk in drive 0 and shut the door flap.

To use OmniWriter, type:

LOAD "IEEE/OMNIWRITER", 8

and press the RETURN key.

To use the OmniSpell utility program type:

LOAD "IEEE/UTIL.OMNISP", 8

and press the RETURN key.

Once the program has loaded, type "RUN" and press the RETURN key.

The program you have loaded is provided to "hide" the IEEE cartridge software, and then automatically load your required OMNI program.

With OmniWriter you will have a slightly smaller amount of document memory. Please note that you should turn your CBM 64 off and back on again to return back to the normal BASIC environment when you have finished using either OmniWriter or the OmniSpell utility program.

Note that these two programs are for use with this IEEE cartridge only.

OmniSpell 64

Spelling Checker

By Kelvin Lacy

1. OMNISPELL 64 OVERVIEW

Welcome to OmniSpell 64, the unique INTEGRATED spelling checking program designed for use with the OmniWriter 64 word processor. By using OmniSpell on your word processing documents you can be confident that your documents are free of not only spelling mistakes but typing errors as well.

Your OmniWriter documents can now be checked against the supplied 30,000 plus word English dictionary. For special applications requiring technical words or when using proper names you may update the dictionary to include your own words. The dictionary can be searched, so that if you are doubtful about the spelling of a word you can simply call up OmniSpell from OmniWriter and ask whether the word is in the dictionary.

OmniSpell 64 is unique in that it is used from within OmniWriter, you do not have to change disks during the checking and you can correct mistakes using the full range of OmniWriter editing facilities. After the spelling check is complete you are able to return straight back into your document and OmniWriter, thereby making the process entirely straight forward and efficient to use.

OmniSpell 64 is called up from within the OmniWriter document editor. A list of your words is then prepared, which you may display on the screen in alphabetical or high usage order. Statistics are also given showing how many words, sentences, paragraphs and pages you have in your document. From here you can request a full spelling check on your current document.

After the check is complete you can then return back into the word processor and ask OmniWriter to stop at each unrecognized word. OmniWriter then allows you to correct the word. Or if it is a new word simply mark it to be added later to your own USER dictionary.

If you have not asked for any words to be added to the USER dictionary the process is complete. To add new words to the USER dictionary call up OmniSpell again and request this to be done.

The USER dictionary, as the name implies, is your own additional dictionary that contains words which you wish to be considered as part of the supplied (MAIN) dictionary. The USER dictionary is, in fact, a normal OmniWriter word processing document which can be edited and printed in the usual way. This is especially powerful as you can add, delete or print out words from the USER dictionary document whenever you like using the word processor.

Also supplied with OmniSpell is a separate utility program which is used to maintain your dictionaries, it will also copy entire disks on the 1541 single disk drive. So now you can make security copies of both the dictionary AND your OmniWriter document disks.

2. INSTALLATION

As explained in the overview, OmniSpell is used from within the OmniWriter word processor. A separate UTILITY program is also supplied which will allow you to make copies of OmniSpell and the dictionary. The utility program is the subject of a separate section of this manual, but you will need to use the utility to copy the supplied dictionary (and OmniSpell) to one of your own disks before your FIRST spelling check. And this is now explained.

Turn your Commodore 64 (CBM 64) and disk drive on, insert the master OmniWriter disk in the disk drive.

Type:

LOAD "UTIL.OMNISPELL", 8, 1
and press RETURN

The utility program will now load into the computer, please ignore the flashing red light and disk clicking. The utility menu is now displayed. Take a brand NEW disk, label it "OmniSpell Copy 1" and leave it to one side.

Press the F1 function key, you will now be asked for the name to be given to your new disk. Call it "OmniSpell Copy 1" and press RETURN. Now type a unique disk identifier such as "c1" and press RETURN.

The utility program will now copy OmniSpell and the dictionaries from the supplied MASTER disk onto your brand new disk. This is performed in two stages, so you will need to swap disks over during the process. At the end of the copy you will have OmniSpell, the MAIN dictionary and an empty USER dictionary on your own disk.

This newly copied disk should be used for spell checking, NEVER use the supplied MASTER disk for spell checking. The supplied MASTER disk is only needed when using the UTILITY program (because the utility program is protected and cannot be copied).

Now remove your OmniSpell Copy disk from the disk drive and load OmniWriter in the normal way. EDIT the SAMPLE document from the OmniWriter program disk and remove the OmniWriter program disk. Insert your newly copied OmniSpell disk and READ ON.

But, first be sure you have read and understood how to use OmniWriter. A working knowledge of OmniWriter is a must before using OmniSpell.

3. CALLING UP OMNISPELL

To call up OmniSpell, insert your OmniSpell disk in the single disk drive or drive 0 of your double disk drive (4040). Now press and release the CBM key and press SHIFT and RUN/STOP together. OmniWriter will now load OmniSpell in from the disk.

The loading process takes about 12 seconds, if you did not have the right disk in you will be presented with one of two messages:

- 1) 62,FILE NOT FOUND,00,00
- 2) FILE TYPE MISMATCH

Message 1) means that the OmniSpell program is not on the disk currently in the disk drive, message 2) means that you have put the OmniWriter program disk in by mistake.

Once successfully loaded, the following screen is displayed:

-
- F1 – Spell Check Document
 - F3 – Alphabetical Word List
 - F5 – High Usage Word List
 - F7 – Dictionary Search
 - F8 – Return to OmniWriter
-

Preparing Word Lists Please Wait

A color bar will cycle through, showing that OmniSpell is working.

During this time, your document is being processed and all unique words are extracted and placed in a separate alphabetical list. Various statistics are also calculated which are displayed once completed.

For documents of just a few pages this process takes a few seconds. For larger documents the ordering process can last for a minute or so.

Please note that this list is stored in the unused document memory. If you are working on a particularly large document you may need to split the document into two separate documents for the purpose of spell checking.

If the available document memory is exhausted the message "Insufficient Memory" is displayed and only a partial list will have been produced.

4. WORD LISTS AND STATISTICS

Once the color bar stops changing, the word lists and statistics have been prepared and the following screen is displayed (of course, the statistics will vary depending upon your document):

F1 – Spell Check Document
F3 – Alphabetical Word List
F5 – High Usage Word List
F7 – Dictionary Search
F8 – Return to OmniWriter

– Statistics –

500 Words
298 Unique Words
25 Paragraphs
50 Sentences
2 Pages

4.1 WORD LIST DISPLAYS

At all times when using OmniSpell one of two types of word lists can be displayed. These lists each contain the words used in the document under edit when calling up OmniSpell. The types of lists available display your words in strict alphabetical sequence or by their actual frequency of usage in the document. Both lists show the number of occurrences of each word.

The word lists are displayed in two columns. After each screen is displayed press the SPACE bar to proceed onto the next screen or press the STOP key **twice** to terminate the display and return to the current menu.

These lists are useful when evaluating the “density” of documents. Certain documents will be intended for quick reading by others and you will need to know how frequently long or obscure words are used. You may also find that certain words are used repetitively and again you can adjust your style to suit the readers of your document.

5. THE SPELLING CHECK

OmniSpell can now be instructed to check the document against the dictionary. If any words are present in the USER dictionary these will be treated as if part of the MAIN dictionary. To check the document

press the F1 function key, insert the dictionary disk (if different from the one already in the disk drive) and press the SPACE bar.

5.1 UNRECOGNIZED WORDS

You will see that as the check proceeds each word is highlighted, and when the word is located in the dictionary the word is de-highlighted. Words which remain highlighted were not found in the dictionary, later you will be able to add any of these words which you think should be in the dictionary. A mistyped or misspelled word can also be corrected later.

As the checking continues your document words are displayed alphabetically in two columns so that you can see how the check is proceeding. With most documents containing an even spread of word usage the check will take about four minutes. Large documents do not necessarily take longer.

As your USER dictionary grows in size the checking will take longer but should never exceed five minutes. By using the utility program to merge your USER dictionary in with the MAIN dictionary this checking will be performed at optimum speed.

On completion of the spelling checking the following message is displayed:

Spellcheck Complete – Press Space

Press the SPACE bar and the following menu is given:

F1 – Unrecognized Words
F3 – Alphabetical Word List
F5 – High Usage Word List
F7 – Dictionary Search
F8 – Alter Document

– Statistics –

500 Words
298 Unique Words
25 Paragraphs
50 Sentences
2 Pages

To display a list of unrecognized words press the F1 function key, they are displayed in alphabetical order in two columns, if there is more than a screenfull press the SPACE bar to move onto the next screenfull. To stop the display and return to the menu press the STOP key twice.

If there were NO unrecognized words then both the F1 and F8 options will be different. Since all words were present in the dictionary the spelling checking process is now complete. Press F8 to return to OmniWriter.

5.2 CORRECTING YOUR DOCUMENT

To correct your document or add new words to the USER dictionary press the F8 function key (SHIFT/F7) to go back into OmniWriter. You will be positioned back exactly where you left the document to call up OmniSpell, so you should GO TO PAGE 1 of your document (CBM g 1 RETURN) before issuing the VERIFY command.

The width command (CBM w) may provide a better display during this verification. The command will also take you back to page 1 so normally you should issue CBM w before issuing the VERIFY command.

5.3 VERIFYING THE DOCUMENT

The VERIFY command is an additional command within OmniWriter which uses the list of unrecognized words to perform a search through your document from where the cursor is currently positioned. The command sequence is CBM v and will then display:

VERIFYING . . .

Each page is displayed during this process and when an unrecognized word is found, this heading message appears:

EDIT, SKIP, ACCEPT or LEARN THIS WORD ?

You will see that the word (or part word) is highlighted just as it was when the spell check was underway. You can now perform the following operations by pressing the corresponding letter or control keys:

- | | |
|--------|---|
| EDIT | .e – Stop the verifying, so that the word can be edited for correction, re-typing or to alter the entire text. |
| SKIP | s – Skip over this word and continue verifying, if this word occurs further on in the document STOP and ask again. |
| ACCEPT | a – Accept this word and continue verifying, if this word occurs again further on in the document don't STOP at it and DON'T add it to the user dictionary. |
| LEARN | l – Mark this word for addition to the USER dictionary and continue verifying. |

Other Keys:

STOP: – Same function as EDIT.

RETURN – Same function as ACCEPT.

You will see that the VERIFY command is used just like any other OmniWriter word processor command. Do not forget to start verifying from page 1 of your document, and if you have text in the WORK page you should GO TO the WORK page and start from there. The VERIFY command will automatically go through each page and cancel itself on reaching the end of the last page. The cursor will then be flashing on top of the end of page symbol.

6. ADDING NEW WORDS TO THE DICTIONARY

If you have LEARNED any words you should now add these to the USER dictionary. To do this you must call up OmniSpell from within THIS document. If you QUIT from the current document all knowledge of the LEARNED words will be lost.

To call up OmniSpell press and release the CBM key and press SHIFT and RUN/STOP. After OmniSpell has loaded the following menu is displayed:

F1 – Add to User Dictionary
F3 – Alphabetical Word List
F5 – High Usage Word List
F7 – Dictionary Search
F8 – Return to OmniWriter

– Statistics –

500 Words
298 Unique Words
25 Paragraphs
50 Sentences
2 Pages

Press the F1 function key to automatically add your LEARNED words to the user dictionary. The F2 function key will display all words which were unrecognized during the spelling checking and any words which were subsequently LEARNED are highlighted. A confirmation message is displayed after the USER dictionary has been updated:

User Dict. Updated – Press Space

If the disk you are using becomes full, the CBM DOS (disk operating system) message: 72,disk full,00,00 will be displayed. If this occurs you will need to return to OmniWriter (F8), free some space on the disk (scratch unwanted documents) and spell check once more.

If a catastrophe occurs such as power failure, disk corruption etc. you may need to know how the ADD processing operates in order to recover

your USER dictionary, a detailed explanation is now given which you should only need to refer to in those circumstances.

After adding the LEARNED words the spelling check process is complete, press the F8 function key to return back into OmniWriter and your current document.

7. THE USER DICTIONARY

The USER dictionary is stored on the disk as a normal OmniWriter document and is called "OS.USER.DICT". When ADDING to the USER dictionary OmniSpell extracts the existing words from this document and merges in the words just LEARNED, the new combined USER dictionary is written out onto the disk as "OS.USER.TEMP". When this has been successfully written out to the disk the USER dictionary is renamed from "OS.USER.DICT" to "OS.USER.OLD" and the new USER dictionary is renamed from "OS.USER.TEMP" to "OS.USER.DICT".

If a catastrophe occurs you may find that the "OS.USER.DICT" file no longer exists, however both "OS.USER.OLD" (the previous version of your USER dictionary) and the intermediary "OS.USER.TEMP" can be recalled as normal documents from within OmniWriter. These can be SAVED back onto the disk and because they are known internally as "OS.USER.DICT" you will find that they are automatically renamed by OmniWriter during the SAVE process.

The "OS.USER.OLD" file is always maintained as the last version of your USER dictionary, so again if your "OS.USER.DICT" becomes corrupt or you simply wish to go back to the last version of your USER dictionary then EDIT and SAVE the "OS.USER.OLD" file and it will automatically become your current USER dictionary.

Do not SCRATCH (erase) either of these documents from your OmniSpell COPY disk. They are both required when spell checking. If they do disappear you should CREATE these documents in the normal way using OmniWriter.

If you wish to add your own words to the USER dictionary you can simply EDIT "OS.USER.DICT" as a normal OmniWriter document. You must enter your own words IN STRICT ALPHABETICAL ORDER. You can use any formatting symbols such as TAB and insert format lines to format your words into columns. You can also print this document using the OmniWriter word processor.

The USER dictionary should be able to contain some 3,000 words before it becomes too large to edit from the word processor, OmniSpell will continue to let you add words to the USER dictionary up to virtually any size that will fit onto the disk in use. However you should regularly MERGE your USER dictionary in with the MAIN dictionary using the supplied utility program. See later section for further details.

Because OmniSpell and the dictionary files can be copied onto any new disk you may wish to create a number of OmniSpell disks and use them to store your documents on as well. This is exactly the way that OmniSpell should be used. You should however delay this for a while until you have built a USER dictionary that contains the words which are special to your use, then MERGE the USER dictionary with the MAIN dictionary and copy away.

8. SEARCHING THE DICTIONARIES

Both the MAIN and USER dictionary can be searched for a particular word or group of words. You can also display the entire dictionary.

At any time when using OmniSpell the F7 function key will allow you to specify a search sequence:

Search For:antediluvian

If you wish to search for a particular word, simply type the word and press RETURN. If you wish to search for all words beginning with a particular letter or group of letters then type the group prefix followed by an asterisk.

For instance:

Search For:a*

will display all words beginning with the letter "a."

Search For:auto*

will display all words beginning with the prefix "auto."

If you wish to search for words of a given length then the "wild card" symbol can be used. This is a "?" question mark.

For instance:

Search For:?????

will display all five letter words.

Search For:oc??r*

will display all words starting with "oc" having any two following letters with a fifth letter of "r" and ending in any sequence of letters. This is particularly useful when you are unsure of a particular spelling and wish to display a limited number of possible words.

The display of words found in the dictionaries is shown in alphabetical order in two columns, at the end of each screen you can press SPACE to continue or STOP twice to abandon the display.

9. THE UTILITY PROGRAM

The utility program is used completely SEPARATELY from OmniWriter. Turn your CBM 64 and disk drive on and insert the supplied OmniSpell disk.

Type:

LOAD "UTIL.OMNISPELL",8,1

and press RETURN.

The utility program will now "load" from the disk, after a while you will see the red disk light flashing and the disk will click. Once successfully loaded the following menu is displayed:

F1 - Copy Dictionary Disk
F2 - 1541 Disk Backup
F3 - Create Empty Dictionary
F5 - Merge User Dictionary
F8 - Exit Back to Basic

The first two operations copy information from an existing disk onto a BRAND NEW disk. As this program is designed for use on a single disk drive the program must read sections of the disk into the CBM 64 memory and then write it back onto the NEW disk.

Although the CBM 64 has a large amount of memory the diskettes can hold three times as much, therefore both these operations require you to swap disks several times during the copying. The COPY DICTIONARY operation can copy in two passes. The 1541 disk backup requires four passes.

The copying process may seem rather lengthy but you should always take regular copies of your dictionary and important documents.

A detailed explanation of each function of the utility is given in the following sections.

9.1 (F1) COPY DICTIONARY DISK

This is first used to create a copy of OmniSpell and the dictionaries from the supplied disk before your first spelling check.

This operation should also be used after MERGING your USER dictionary to create a brand new disk containing just the dictionary and OmniSpell.

This can of course be used to create back up copies of OmniSpell and your current dictionary, for this purpose it is much quicker than the 1541 disk backup function.

The copy is performed in at least two stages. As your dictionary grows in size you will find that the copy takes longer and you may need to change disks up to four times before the copy is made.

You are first asked for the name that you wish to give to the NEW disk and its identification code which should be two unique characters.

Note that the disk you wish to copy is referred to as the OLD disk and the disk you are copying onto is referred to as the NEW disk. Any existing information on the NEW disk will be destroyed during this operation. Before commencing this operation place a WRITE PROTECT TAB on your OLD disk and be extremely careful when instructed to remove and insert disks. The back up is performed in at least two passes.

9.2 (F2) 1541 DISK BACKUP

This is used to copy the ENTIRE contents of an existing disk (containing dictionaries or documents) onto a completely fresh disk. You are asked for the name that you wish to give to the new disk and its identification code which should be two unique characters.

Note that the disk you wish to copy is referred to as the OLD disk and the disk you are copying onto is referred to as the NEW disk. Any information on the NEW disk will be destroyed during this operation. Before commencing this operation place a WRITE PROTECT TAB on your OLD disk and be extremely careful when instructed to remove and insert disks. The back up is performed in four passes.

9.3 (F3) CREATE EMPTY DICTIONARY

This operation is useful when you wish to build your own dictionary containing just the words you use. It will give you an indication of the size of your vocabulary or at least your written vocabulary (which may be quite different). By creating an empty dictionary and LEARNING words from your documents you can build a tailor-made dictionary for yourself which could possibly reduce the time taken to spell check if your resulting dictionary is smaller than the 30,000 word supplied dictionary.

As in the previous COPY operations you are asked for the name and identification code you wish to give to the NEW disk. Any information on the NEW disk will be destroyed.

9.4 (F5) MERGE USER DICTIONARY

This operation extracts new words from the USER dictionary and merges them into the MAIN dictionary. As the MAIN dictionary is held in a compressed form your total dictionary will require less disk space and be quicker to process if you regularly merge your USER dictionary.

Before using this utility you should first COPY (F1) the disk containing the MAIN and USER dictionary. Otherwise if the disk becomes full or corrupted in some way you may lose a part of your MAIN dictionary.

This operation does not require any disk changing, just insert the disk containing the dictionaries to be merged and the utility will go through each dictionary letter until complete. If you have placed a word in the USER dictionary which is already in the MAIN dictionary the following message is displayed:

WORD ALREADY EXISTS – DELETE IT ?

Reply with "y" or "n", "y" will cause the word to be removed from the MAIN and USER dictionaries. "n" will leave the word in the MAIN dictionary and continue merging.

If you have manually added words to the USER dictionary by editing it as a document then included words must be in strict alphabetical order, the utility checks that words are in alphabetical order as it proceeds so you may get an error message part way through the merge operation.

After the MERGE operation you will find that your USER dictionary has been renamed to "OS.USER.OLD" just as it is when you ADD to the USER dictionary when spell checking.

Due to the way in which the CBM disk system operates the dictionary files are now "scattered" across the disk in use. While the dictionary is perfectly intact the disk mechanism will need to do some considerable "head movement" to read through the dictionary when spell checking. To "straighten-out" the dictionary files you should now use the COPY DICTIONARY utility operation to copy the merged dictionary onto a NEW disk.

Store this disk as a security copy.

9.5 (F8) EXIT BACK TO BASIC

The normal CBM 64 BASIC environment is restored. You may now use other programs on your system.

10. DISK SECURITY

It is worth stressing the value of a properly maintained cycle of disk backups, so that after each word processing/spelling session you take a backup of your document disk(s) onto the oldest disk in a cycle of say three disks. Keep a record of your backups and if the loss of information would be particularly critical increase the cycle to as much as 10 disks, you should rarely need to use these backups but when you do it will be re-assuring that your insurance has paid off.

The OmniSpell utility program can make complete disk backups for you (see the UTILITY section of this manual). Disk corruptions can occur for a variety of reasons. The most likely would be de-magnetization of the disk

heat or simply spilled coffee. Use good quality diskettes and order single sided DOUBLE density for 1541 and 4040 disk drives.

Remember that on the 1541 single drive and the 4040 double drive that it is the UNDERSIDE disk surface that is used to store information.

APPENDIX

A1. OMNISPELL PROGRAMS AND FILES SUPPLIED ON THE OMNIWRITER MASTER DISK

OMNISPELL The spelling checker used from OmniWriter

OS.USER.OLD The previous USER dictionary

OS.USER.DICT The current USER dictionary

OS.MAIN.DICT.A The MAIN dictionary

OS.MAIN.DICT.B

OS.MAIN.DICT.C

OS.MAIN.DICT.D

OS.MAIN.DICT.E

OS.MAIN.DICT.F

OS.MAIN.DICT.G

OS.MAIN.DICT.H

OS.MAIN.DICT.I

OS.MAIN.DICT.J

OS.MAIN.DICT.K

OS.MAIN.DICT.L

OS.MAIN.DICT.M

OS.MAIN.DICT.N

OS.MAIN.DICT.O

OS.MAIN.DICT.P

OS.MAIN.DICT.Q

OS.MAIN.DICT.R

OS.MAIN.DICT.S

OS.MAIN.DICT.T

OS.MAIN.DICT.U

OS.MAIN.DICT.V

OS.MAIN.DICT.W

OS.MAIN.DICT.X

OS.MAIN.DICT.Y

OS.MAIN.DICT.Z

UTIL. OMNISPELL The UTILITY program

All files and the OmniSpell program can be copied onto a NEW disk using the UTILITY program. You may store documents or any other files on a disk copied in this way. DO NOT USE the supplied disk for spell checking. It must only be used to load the UTILITY program, which cannot be copied.

Notes

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