

INTRODUCTION

This is the Reference Manual for the Model III SuperSCRIPSIT word processing program. The Reference Manual contains all the information you need to use SuperSCRIPSIT.

SuperSCRIPSIT enables you to take full advantage of your Model III's capabilities as a word processor. You can type, proofread, revise, and print quickly and easily. What's more, the disk drives greatly enhance accessibility and storage capacity.

As a result, you can print form letters, perform global changes, print with proportional spacing and justification, hyphenate automatically, reformat, align columns of figures, print with headers and footers and automatic page numbering, and much more.

How to Use the Reference Manual

The manual is designed as a handy desk-top reference. You will find thorough documentation whether you want to refresh your memory about a command or feature or you want to learn a new feature from "scratch." You can find information in the Reference Manual by reviewing individual sections or by checking the index.

By Section. After this introduction and before the Appendices, you will find the seven main sections of the Reference Manual:

- Installation
- Starting Up
- Typing
- Revising
- Printing
- Managing Files
- System Setup

These sections follow the usual order of word processing work flow. For example, you will find information about setting margins and tabs in the Typing section, information on editing text with block-action commands in the Revising section, and so on.

By Index. You can also find information in the Reference Manual by referring to the index at the end. For example, if you want to find how to change the align character, look under A in the index. Then turn to the page listed with "align character, change."

Brief Descriptions of the Sections

Installation

You will want to pay special attention to the Installation Overview at the beginning of the Reference Manual, especially if you are not that familiar with the Model III. This overview describes the components, the

Model III 48K, disk drive(s), and printer, that you will need as you use SuperSCRIPSIT.

Starting Up

In this section you will find instructions for turning on the Model III, loading TRSDOS, and loading SuperSCRIPSIT.

Typing

This section tells you how to open a document and type text. You will find information on margins, tabs, linespacing, pagination, centering, quitting a document, and so on.

Revising

This section presents the features that will enable you to efficiently manage how you store your documents on diskettes. It describes SuperSCRIPSIT functions and TRSDOS file management commands.

Printing

When you have typed and revised your document, you are ready to print it. In this section you will find information on Print Text Options, headers and footers, form letters, and print codes for such print features as bold and underscore.

Managing Files

This section presents the features that will enable you to efficiently manage how you store your documents on diskettes. It describes SuperSCRIPSIT functions and TRSDOS file management commands. This section contains information concerning the conversion of Scripsit (26-1563) documents to SuperSCRIPSIT format. (See *ASCII Text Conversion Utility*, 87.)

System Setup

This section describes the features you use to tailor SuperSCRIPSIT to your personal work requirements. It also provides information on user keys and user print codes.

The Appendices

Appendix 1

After the main sections, Appendix 1 offers special instructions on using SuperSCRIPSIT with different printers. It includes a section on how to write your own printer driver.

Appendix 2

This appendix contains a complete list of system error messages.

Appendix 3

This appendix provides the instructions for using the *SCRIPSIT Dictionary* with SuperSCRIPSIT's proofread function.

A Few Words About Word Processing

Strictly speaking, all document preparation is word processing: typing, proofreading, revising, typing the final draft, and filing. SuperSCRIPSIT word processing simplifies and speeds up word processing by eliminating the need for retyping and by utilizing the computer's ability to organize, search and manipulate data. It also enables you to prepare and revise documents in a highly efficient way (and regardless of the length of the documents). Here is a typical word processing work flow:

Input. Set up the formats (margins, linespacing, lines per page, pitch, etc.) and type the document. It appears on the screen.

Proofread. View the document on the screen and make any obvious corrections.

Print out the first draft. Print your document for review. The printed document is also known as a "hard copy."

Edit and revise. After noting any changes on the hard copy, reopen the document and make the needed changes.

Finish. Once you have revised your document into final form, add the finishing touches, such as print codes, headers and footers, and final pagination.

Print. Print out the final draft of the edited document.

File. Store a copy of your document on the diskette, in an economical way. Reopen the document later as needed. Make a Backup of important documents.

Notes to Model I Owners

The SuperSCRIPSIT Reference Manual and Training Program were prepared for the Model III user, but Model I owners can also use the materials, noting the following differences and observing Model I operating procedures.

Sample Training Documents

The prerecorded documents that you need for the Training Program are stored on the Proofread diskette that comes with your SuperSCRIPSIT diskette. (Be sure to read the rest of these notes for information on how to open these prerecorded documents.)

Keyboard

Of course, since this is a word processing program, you must have installed the upper and lower case keyboard on your Model I before you can use SuperSCRIPSIT.

Disk Capacity

To use SuperSCRIPSIT on the Model I, you need *two* disk drives.

Model III diskettes hold up to 170,000 characters, and Model I diskettes hold only 76,000. Thus, on the Model I the program itself takes up an entire diskette, and there is no room for documents. You need one drive for the program diskette and at least one for documents (data files).

Opening a Document

Because of the disk capacity limitations mentioned above, all documents must be opened on a drive other than Drive 0 (normally Drive 1). Therefore, whenever you open a document, type a colon and 1 after its name. For example:

B A S E B A L L : 1

Clearing Space on the Proofread Diskette

The Model I Proofread diskette, which contains the training documents used by the instruction course, is almost full. You can free some space by "Backing up" the Proofread diskette and killing the file named PROOF/CTL from the Backup copy. Use the copy when taking the Training Program.

If you want to kill the file, the screen will show DOS READY. You type the following:

K I L L P R O O F / C T L

Special Characters

The symbols that appear in the manual are those that appear on the Model III screen. Most of these are the same for the Model I, with the following differences:

Model III	Model I	Description
¶	➤	End of paragraph
△	—	Two spaces in a row
©	⬆	Print code
?	?	Active ghost cursor (for tab line editing)
\	:	Regular tab indicator
\	,	Align tab indicator
[{	Start block marker
]	}	End block marker
^	⬇	Force new page

Disk Directory

The disk directory function on SuperSCRIPSIT's Main Menu does not work on the Model I. You must use TRSDOS to view the directory.

Proofread

To use SuperSCRIPSIT's Proofread Option with the SCRIPSIT Dictionary, you must have *three* disk drives.

Printer Drivers

There are four printer drivers on the program diskette, one for the Daisy Wheel II, one for the Line Printer IV, one for the Line Printer VIII, and one for serial printers. If you own a Line Printer III, V, or VI, you will use the Daisy Wheel II driver. Since you probably will not need more than one printer driver, you should delete the ones you don't need to free some space on the diskette. This will enable you to move larger blocks of text within the word processor.

If you want to delete unneeded drivers, the screen will show DOS READY. Then you use this procedure.

You type	if you don't have the following:
K I L L L P 8 / C T L	----- Line Printer VIII or a DWP series printer
K I L L L P 4 / C T L	----- Line Printer IV
K I L L S / C T L	----- Serial Printer
K I L L D W 2 / C T L	----- Daisy Wheel II or Line Printer III, V, VI

Power On Procedures

Be sure to power on your Model I before inserting the program diskette.

CONTENTS

INSTALLATION

INSTALLATION OVERVIEW	1
The Program	1
The Model III	1
The Disk Drives	1
The Disk Operating System	4
Printer Selection	4

THE MODEL III AS A WORD PROCESSOR

The Keyboard	5
The Screen	6
Diskettes and Disk Drives	7
The Printer	7

STARTING UP

STARTING UP OVERVIEW	9
How to Load SuperSCRIPSIT	9
SuperSCRIPSIT MAIN MENU	10
How to Request a Document When Loading the Program	10

TYPING

TYPING OVERVIEW	11
OPENING A DOCUMENT	11
How to Open a Document	12
SETTING UP A DOCUMENT	16
The Screen Page	16
Scrolling	17
Tab Line Editing (Setting Margins and Tabs)	18
How to Edit the Tab Line	19
Saving and Recalling Tab Lines	20
The Tab Line Help Menu	21
Margin Command	21
How to Use the Margin Command	21
TYPING A DOCUMENT	21
Align Tab	21
Break	22
Capital Mode	22
How to Turn On Capital Mode	22

How to Turn Off Capital Mode	22
Center	22
How to Center a Paragraph	23
How to Center a Paragraph as You Type	23
How to Uncenter a Centered Paragraph	23
Clear	24
Enter	24
Error Messages	24
Ghost Cursor	24
Help	24
How to Request and View the Help Screens	25
Using Help When Editing the Tab Line	25
The Seven Help Screens and the Tab Line Edit Options	25
How to Kill Help	29
Indent Tab	29
Linespacing	29
Margins	29
Modes	30
Paginating	30
How to Force a New Page	31
Quitting a Document	32
How to Quit a Document	32
Shift	32
Spaces	33
How to Type Two or More Spaces in a Row	33
Status Line	33
Tab Setting	33
Tabbing	33
How to Type at a Regular Tab	34
How to Type Text at an Align Tab	34
How to Type Text at an Indent Tab	35
User Keys	35
View Mode	35
How to Turn On View Mode	36
How to Turn Off View Mode	36
Wraparound	37
Write to Diskette	37
When to Write Text to the Diskette	37

How to Write Text to the Diskette	37
REVISING	
REVISING OVERVIEW	39
CURSOR MOVEMENT COMMANDS	39
The Arrow Keys	39
Text Quantity Definitions	40
The Two Kinds of Cursor Movement Commands	43
Simple Commands	43
How to Move the Cursor With the Four Arrow Keys	43
How to Use the Arrow Keys With Shift	43
Advanced Commands	44
How to Move the Cursor to a Footer Page	44
How to Move the Cursor to the Nearest Paragraph	45
How to Move the Cursor to a Header Page	45
How to Move the Cursor to an Absolute Line Number	45
How to Move the Cursor to a Specified Page	45
How to Move the Cursor to the Next or Previous Page	46
How to Move the Cursor to a Word or Phrase	46
How to Move the Cursor to the Next or Previous Word	48
How to Move the Cursor to the Next or Previous Video Page	48
BASIC EDITING: DELETE, INSERT, OVERSTRIKE	49
Delete	49
How to Delete One Character at a Time	49
Insert	49
How to Insert	50
Overstrike	50
BLOCK-ACTION COMMANDS	50
Defining the Block	51
How to Define a Block: Cursor Position Method	51
How to Define a Block: Text Quantity Method	51
Executing the Block-Action Commands	52
How to Display the Block-Action Commands	53
How to Execute a Block-Action Command	53
How to Make Hyphenation Decisions	57
GLOBAL SEARCH AND REPLACE	59
How to Begin a Search and Replace	59
How to Answer the Options	60

How to Edit the Fields on the Search and Replace Options	61
How to Find Every Occurrence Without Pause	62
How to Find Every Occurrence With Pause	62
How to Replace Every Occurrence Without Pause	62
How to Replace Every Occurrence With Pause	62
How to Delete Every Occurrence Without Pause	63
How to Delete Every Occurrence With Pause	63
PRINTING	
PRINTING OVERVIEW	65
PRINTING A DOCUMENT	65
Getting Ready to Print	65
How to Print	65
How to Monitor the Printout	69
How to Interrupt the Print Job	69
USING THE SYSTEM PRINT CODES	69
The Toggle Print Codes	70
How to Underscore	70
How to Double-Underscore	70
How to Print Bold	71
How to Strike-through	71
Non-Toggle Print Codes	71
How to Superscript	71
How to Subscript	72
How to Top the Form	73
How to Type a Pause Print Code	74
HEADERS AND FOOTERS	74
How to Prepare a Header or Footer Page	75
How to Print With Headers and Footers	76
FORM LETTERS	78
Preparing a Form Letter	78
How to Prepare a Form Letter	79
Preparing the Master Document	80
How to Prepare a Master Document	80
Preparing the Variables Document	81
How to Prepare a Variables Document	81
Merging the Master Document With the Variables Document	83
How to Merge the Master and Variables Documents	83

Some Common Mistakes in Preparing Form Letters	83
Merging With Non-SuperSCRIPSIT Files	84
MANAGING FILES	
MANAGING FILES OVERVIEW	85
SuperSCRIPSIT FILE MANAGEMENT COMMANDS	85
Disk Directory	85
How to Display the Disk Directory	85
Compress	86
How to Compress a File	86
ASCII Text Conversion Utility	87
Before You Convert ASCII to SCRIPSIT	87
How to Convert ASCII and SCRIPSIT Files	87
TRSDOS FILE MANAGEMENT COMMANDS	88
Backup	89
How to Back Up a Diskette	89
If the Destination Diskette Already Contains Data	89
Copy	90
How to Copy a File	90
Format	91
How to Format a Diskette	91
If the Diskette Contains Data	92
Kill	92
How to Kill a File	93
Rename	93
How to Rename a File	93
SYSTEM SETUP	
SYSTEM SETUP OVERVIEW	95
SYSTEM SETUP UTILITY	95
Requesting the System Setup Utility Menu	96
Open Document Options	96
How to Set Up the Open Document Options	97
Print Text Options	98
How to Set Up the Print Text Options	98
Search and Replace Options	99
How to Set Up the Search and Replace Options	99
Align Character	101
How to Change the Align Character	101

Verify Deletions	101
How to Change the Verify Deletions Default	101
USER KEYS	102
Programming a User Key	102
How to Program a User Key	102
Executing a User Key	103
How to Execute a User Key	103
Editing a User Key	103
How to Edit a User Key	104
Working With User Keys	106
How to Loop a User Key	107
How to Chain a User Key	107
Some More Ideas for Using User Keys	108
USER PRINT CODES	108
Defining a User Print Code	109
Before You Begin	109
How to Define a User Print Code	109
Executing a User Print Code	112
How to Execute a User Print Code	112
Editing a User Print Code	113
How to Edit a User Print Code	113
APPENDICES	
Appendix 1: SuperSCRIPSIT AND PRINTERS: TECHNICAL INFORMATION	117
Using SuperSCRIPSIT With the Radio Shack Printers	117
Notes on Radio Shack Printers	117
Notes on Printer Types Included With the Program	117
Writing Your Own Printer Driver	118
How to Write Your Own Printer Driver	118
Appendix 2: ERROR MESSAGES	136
System Messages and Explanations	136
Appendix 3: THE PROOFREAD FUNCTION AND THE SCRIPSIT DICTIONARY	138
Installing the Proofread Option	138
Using the Proofread Option	138
Index	141

INSTALLATION OVERVIEW

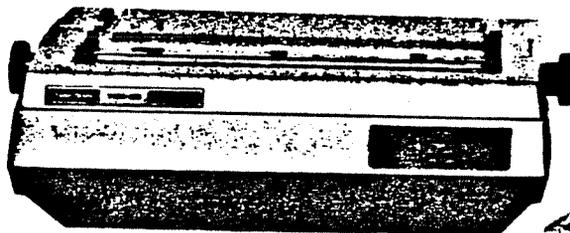
The following discussion will help you to make sure that your Model III is correctly installed for use as a word processor with the SuperSCRIPSIT program.

The Program

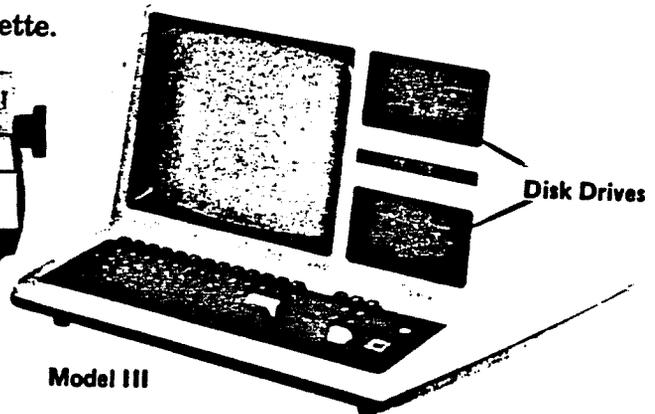
Are you equipped for SuperSCRIPSIT?

To work with the program, you need:

- Model III, 48K with at least one disk drive.
- A printer.
- The SuperSCRIPSIT program diskette.



DWH Printer



Model III

The Model III

Is your Model III correctly installed?

The SuperSCRIPSIT program enables you to use the Model III as a word processor. Naturally, the Model III must be "up and running" before you can use it.

If you have not yet installed your Model III, then read the *TRS-80 Model III Operation and BASIC Language Reference Manual*, Section 1, Chapter 2.

If you are unfamiliar with the operation of the disk drives, then read the *TRS-80 Model III Disk System Owner's Manual*, Part 1, "Operation."

If you have not yet installed your printer, then read the manual that came with it. Be sure you are familiar with the operation of your printer. You should know how to install a ribbon and how to use the pitch switch, on and off line switch, test switch, on/off switch, paper bale roller, copy control lever, and paper release lever.

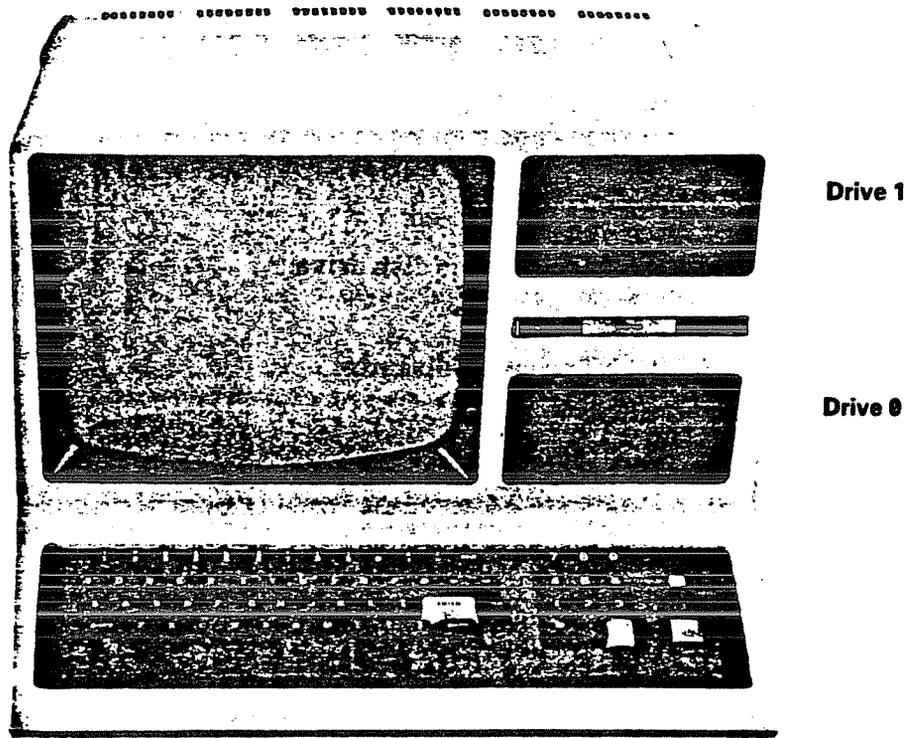
The Disk Drives

How many disk drives do you have?

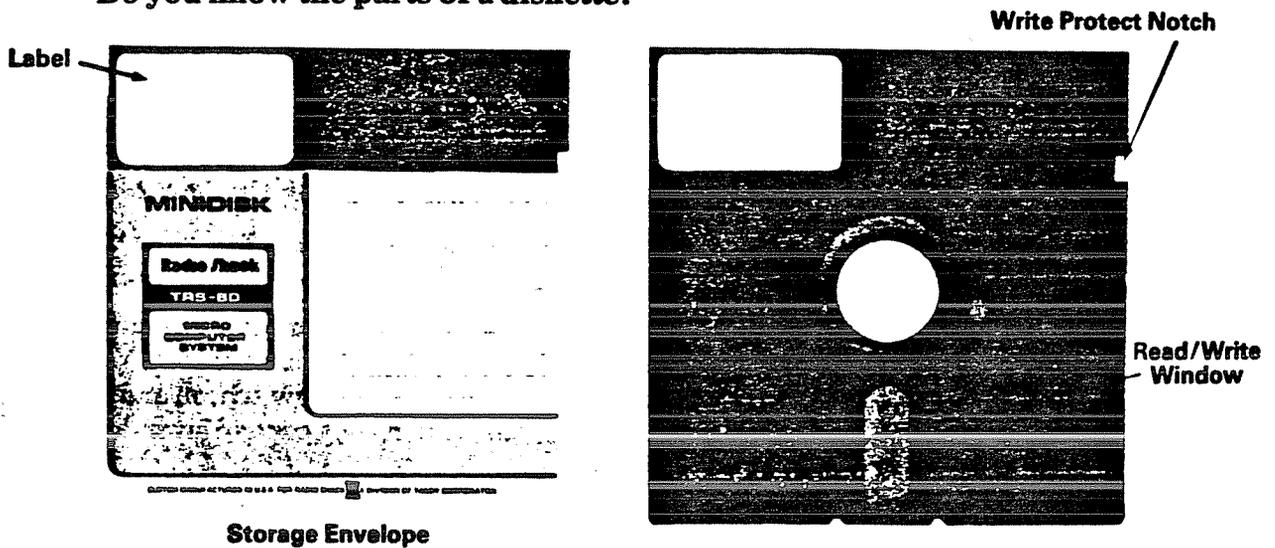
To use the SuperSCRIPSIT program, you must have at least one disk drive. However, the program and the Model III can support up to four disk drives.

The program identifies each drive as a number from 0 to 3.

The bottom drive in the Model III console is Drive 0. The top drive in the console is Drive 1. If you have expansion drives, they are Drives 2 and 3. Remember, the program diskette *must* be in Drive 0 whenever you work with SuperSCRIPSIT.



Do you know the parts of a diskette?



- **Storage envelope.** While the diskette is not in use, keep it in the envelope for protection.
- **Write protect notch.** When this notch is covered, the Model III will not write any information on the diskette. The notch must remain *uncovered* on all SuperSCRIPSIT diskettes.

- **Read/Write window.** The disk drives use this opening to read and write information. Be careful not to touch the opening, because soil may damage the exposed surface of the diskette.
- **Label.** Use the label to identify the diskette. Do not write on a diskette with anything but a felt-tipped pen. Pencils or ball-point pens can damage the diskette surface.

Do you know how to care for diskettes?

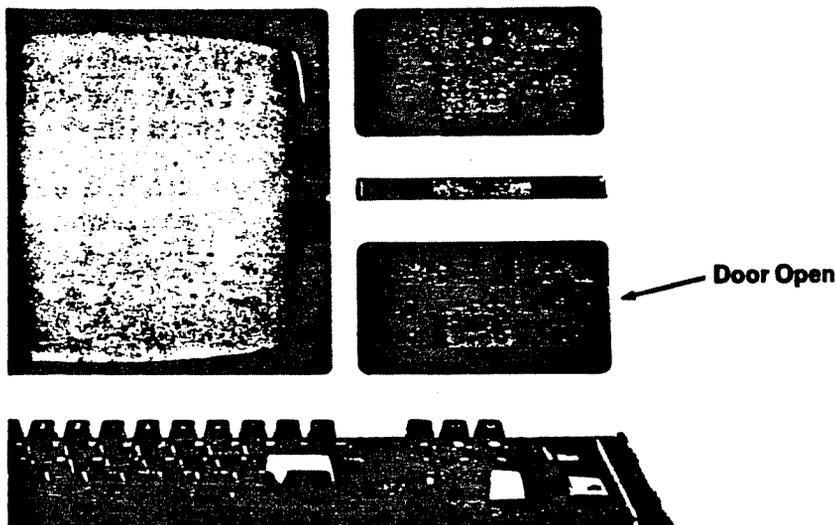
Magnetic media such as flexible diskettes are fragile, and you should care for them accordingly. For example:

- Don't bend a diskette.
- Don't touch exposed areas or allow a diskette to come into contact with any liquid or dirt.
- When a diskette is not in use, store it in its protective envelope.
- Don't insert a diskette into a disk drive while turning the system on or off.
- Keep diskettes away from anything magnetic (such as alternating current motors, transformers, or loud speakers).
- Don't write directly on a diskette. First write on the label; then affix it to the diskette.
- Don't paper-clip or staple a diskette.
- Don't expose a diskette to sunlight or extreme hot or cold.
- Store a diskette in a vertical file folder (just as you store phonograph records) to protect it from pressure.

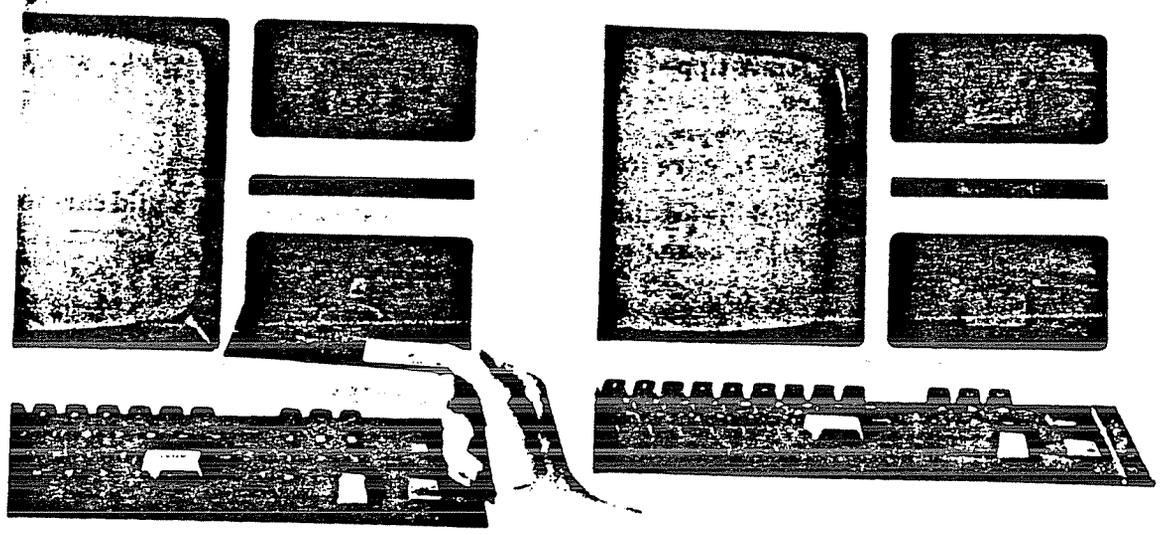
Do you know how to insert the diskette into a disk drive?

One of the leading causes of damage to diskettes is improper insertion into a disk drive. Always insert diskettes carefully. Never jam them in.

1. Open the disk drive door.



2. Carefully insert the diskette, label up, as far as it will go.
3. Close the disk drive door.



The Disk Operating System

Do you know about TRSDOS?

TRSDOS stands for Tandy Radio Shack Disk Operating System. The SuperSCRIPSIT program diskette contains TRSDOS. You use TRSDOS for two reasons when working with this program:

- TRSDOS enables the Model III to read and write information on diskettes. You use TRSDOS to load SuperSCRIPSIT from the program diskette to the Model III's memory.
- TRSDOS commands enable you to manage the information stored on diskettes. (See *MANAGING FILES*, which begins on page 85. It describes the TRSDOS commands that you can use to manage your SuperSCRIPSIT files.)

All Radio Shack disk operating systems use TRSDOS. Whenever you turn on a system, it first loads TRSDOS from the diskette in Drive 0. Therefore, you should always insert a TRSDOS diskette or a Radio Shack program diskette (such as SuperSCRIPSIT) in Drive 0 before you turn on the Model III.

Printer Selection

Which printer are you using?

SuperSCRIPSIT will print with any Radio Shack printer. To print with a non-Radio Shack printer, you may need to write your own printer driver. If you are using a non-Radio Shack printer, refer to *Appendix 1*, 117.

SuperSCRIPSIT offers perhaps the most advanced print capabilities of any word processor on the market today: for example, proportionally spaced printout and unit justification. However, because different printers offer

different capabilities, some of the program's print features are not available on all printers.

Here is a chart showing which program features are available with which Radio Shack printers:

Feature	LP5/6	LP4	DW2	LP8
Proportional Spacing*	N	Y	Y	Y
Justification				
Proportional*	N	Y	Y	Y
Mono	Y	Y	Y	Y
Print Codes				
Underline	N	Y	Y	Y
Double-Underline	N	N	Y	N
Bold	N	Y	Y	Y
Superscript	N	Y	Y	Y
Subscript	N	Y	Y	Y
Strike-through	N	Y	Y	Y
Top of Form	Y	Y	Y	Y
Pause Printout	Y	Y	Y	Y

*Proportional print wheel required on DW2.

Do not attempt to use any of the above features unless your printer is capable of executing them.

Which print wheel are you using?

If you are using a Daisy Wheel printer, make sure that you know the pitch of the print wheel.

If you have a Daisy Wheel II . . .

If you have a Daisy Wheel II, you must have a proportional print wheel in order to take full advantage of the program's proportional printing capability. To purchase a proportional print wheel, visit your nearest Radio Shack store.

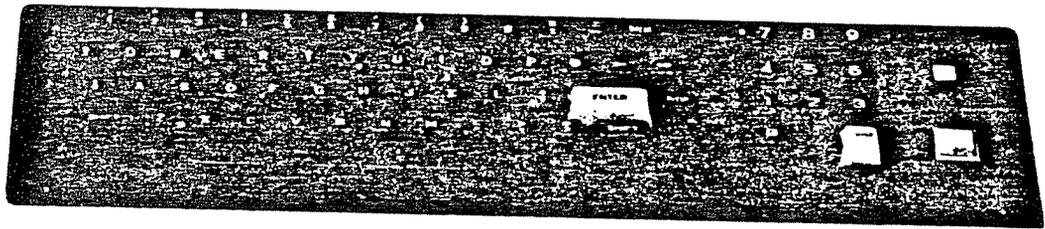
THE MODEL III AS A WORD PROCESSOR

To perform word processing with SuperSCRIPSIT, you use four main components:

- Keyboard
- Diskettes and disk drives
- Screen
- Printer

The Keyboard

Most of the keys on the keyboard are the same as the keys on a typewriter, and you type as you would on a typewriter.



But some keys are different. You use these keys to enter commands, to type codes, or to position the cursor. These keys are explained in detail throughout this manual. However, here is a brief summary of their functions:



These keys enable you to move the cursor in the direction indicated by the arrow. You use these keys in combination with other keys to move the cursor to a specific page, line, word, and so on. (See *CURSOR MOVEMENT COMMANDS*, 39.)

ENTER

Use this key to end a paragraph while typing text, to complete a command, or to "lock in" your menu responses.

@

Use the control key in combination with other keys to enter commands.

BREAK

Use this key to cancel a function in progress or to cancel the responses you have typed on a menu.

CLEAR

Use this key to enter print codes in your text and to edit menus.

SHIFT

When you hold this key down and type a character, it appears as upper case on the screen and the printout.

RESET

The reset button is the orange button on the far right-hand side of the keyboard. You press this button to clear the memory. When you press **RESET**, you lose any text that is not stored on the diskette.

The Screen

You use the screen for three basic purposes:

To Display Text

When you type, you type into memory. The screen is a window into memory, and the program displays a "screen page" with tabs, margins, and so on, for you to view as you type or edit. (See *The Screen Page*, 16.)

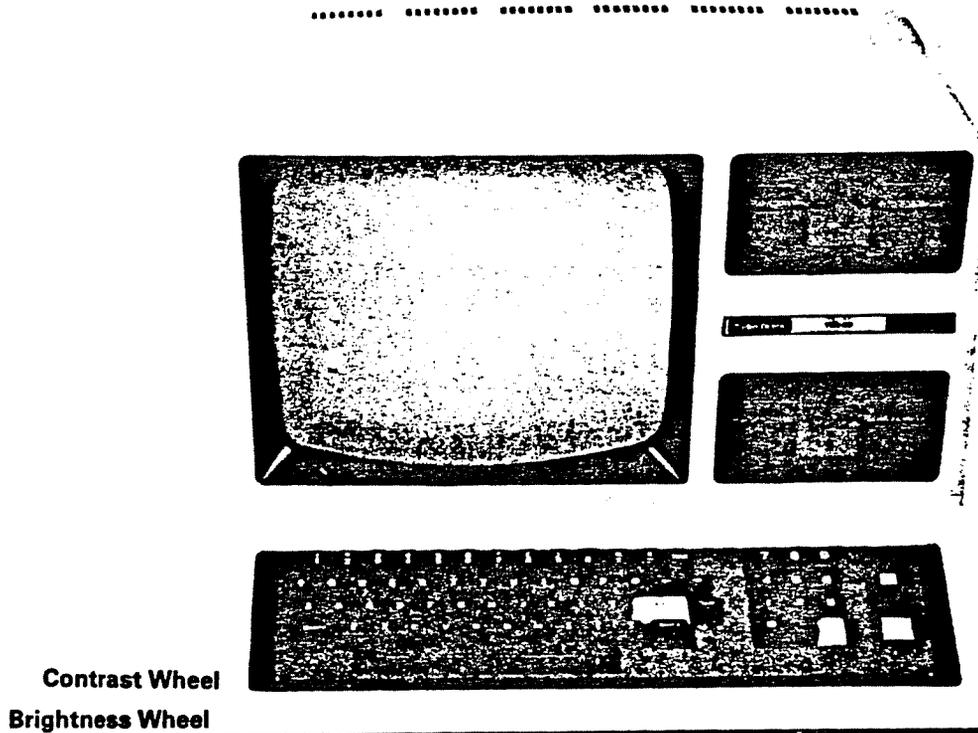
To Display Menus

From time to time, the program will ask you to make a choice or to provide information by displaying a menu. A menu is a list of functions or options that uses the full screen and temporarily replaces the screen page.

Menus appear when you open or print a document, when you print form letters, when you search and replace a block or document, when you use the help command, or when you use the utilities compress, ASCII conversion, and system setup.

To Display Prompts

A prompt is a message that appears in the status line below your text. A prompt either requests information or notifies you that you have entered a command incorrectly. For example, you see a prompt when you type the command to move the cursor to a specific page. The prompt asks for the number of the page you want.



To Adjust Brightness and Contrast

One wheel controls the brightness and another wheel controls the contrast of the screen display. The wheels are located under the keyboard on the left.

Diskettes and Disk Drives

With SuperSCRIPSIT you use the diskettes and disk drives for two primary purposes:

- To load the program.
- To store and recall documents that you have typed on the screen.

The Printer

When you have finished typing or editing your document, you use the printer to print out intermediate and final drafts.



STARTING UP OVERVIEW

■ Command Summary

Make sure that TRSDOS Ready appears on the screen.

Type **S****C****R****I****P****S****I****T**.

Press **ENTER**.

How to Load SuperSCRIPSIT

1. Before turning on the Model III, turn on all peripherals (printer, expansion drive units, and so on).

2. Load TRSDOS.

- Insert the SuperSCRIPSIT diskette in Drive 0, close the drive door, and turn on the Model III.

or

- Exit whatever program you are using and replace the diskette with SuperSCRIPSIT. Press **RESET** to return to the TRSDOS Ready level.

The red light on Drive 0 comes on as the system loads TRSDOS. TRSDOS displays a graphic representation of the Model III as well as the Tandy copyright notice. If you have just turned on the Model III, TRSDOS then prompts for the date and time.

3. Type the date.

Type **M****M**/**D****D**/**Y****Y** and press **ENTER**. For example, for July 4, 1983, type **07/04/83**. If you make an error when entering the date, the system will prompt you to enter the information again:

Try Again Enter Date (MM/DD/YY)?

4. Type the time.

Type **H****H**:**M****M**:**S****S** and press **ENTER**. For example, if it's 9:05, type **09:05:00**. Or bypass the prompt with **ENTER**. TRSDOS Ready then appears on the screen. If you make an error when entering the time, the system prompts you to enter the information again.

Try Again Enter Time (HH:MM:SS)?

5. Type **S****C****R****I****P****S****I****T** and press **ENTER**.

The red light on Drive 0 comes on as the Model III loads the program.

When the red light is off and the Scripsit Word Processing menu appears on the screen, the SuperSCRIPSIT program is loaded and ready.

SuperSCRIPSIT MAIN MENU

***** SCRIPSIT WORD PROCESSING *****

- <O> Open a document
- <D> Display disk directory
- <S> System setup utility
- <P> Proofread a document
- <C> Compress a document
- <A> ASCII text conversion utility
- <E> Exit to TRSDOS

What is your selection?

How to Request a Document When Loading the Program

You can load the program, bypass the Main Menu, and request the document you want to work with.

1. From the TRSDOS Ready level, type **S** **C** **R** **I** **P** **S** **I** **T**, a space, and then the name of the document. For example:

S **C** **R** **I** **P** **S** **I** **T** **D** **I** **N** **O** **S** **A** **U** **R**

2. Press **ENTER**.

The program displays the Open Document Options for the document you requested.

TYPING OVERVIEW

In word processing terms, here are the steps you follow to type a first draft with SuperSCRIPSIT:

1. Open the document.

Assign the document a name and set the printing specifications: lines per page, pitch, linespacing, and so on.

2. Set up the screen page for the document. Edit the tab line to set margins and tabs.

3. Type the text.

Use the program's typing features (centering, tabbing, capital mode, and so on).

4. Quit the document.

OPENING A DOCUMENT

■ Command Summary

1. Display the Scripsit Word Processing menu.

2. Type [O].

3. Type the document name.

4. Press [ENTER].

5. Type responses to the Open Document Options.

6. If necessary, edit the fields.

7. Press [ENTER].

***** SCRIPSIT WORD PROCESSING *****

- <O> Open a document
 - <D> Display disk directory
 - <S> System setup utility
 - <P> Proofread a document
 - <C> Compress a document
 - <A> ASCII text conversion utility
 - <E> Exit to TRSDOS
-

You use the open document function for two primary purposes: to create or print a *new* document and to edit or print an *existing* document.

A document is called *open* because the program "opens" a file for it on a diskette and stands ready to store the text when you enter the quit command, when you type more than 11,821 characters, or when you enter the write command. (See *Quitting a Document*, 32; *Write to Diskette*, 37.)

How to Open a Document

1. Display the Scripsit Word Processing menu.

You can display the menu either by loading the program from TRSDOS or by quitting a document.

2. Type **O** to choose the open document function from the Main Menu.

The following prompt and field appear:

```
***** SCRIPSIT - OPEN DOCUMENT OPTIONS*****  
Name of document to open? -----
```

3. Type the name of the document you want to open.

If the document exists, you simply type the name. If you are opening a new document, you assign it a name in this field.

To assign a valid document name

The program uses TRSDOS to write files for your documents on a diskette. Therefore, the document name must be a valid TRSDOS file name. When assigning a document name, you must adhere to these rules:

- You cannot use more than 8 characters in the document name.
- You cannot use a numeral as the first character.
- You may add a 3-character extension to the 8-character name by typing a slash:

```
BASEBALL/TXT
```

- By typing a period, you may assign an 8-character password to limit access to the document:

```
BASEBALL/TXT.PASSWORD
```

or

```
BASEBALL.PASSWORD
```

If you name the document but do not specify a drive other than 0, the program opens the document on the SuperSCRIPSIT diskette in Drive 0. If you want to store the document on a drive other than Drive 0, you must specify the drive you want to use.

To open a new document on a formatted diskette in a drive other than Drive 0

1. Make sure that a *formatted* diskette is in the other drive (Drive 1, 2, or 3). (See *Format*, 91.)
 2. After the document name, type a colon followed by the number of the drive you want to use; for example, BASEBALL:1. (The colon and number are not stored as part of the document name.)
4. Lock in the document name by pressing **ENTER**, or cancel the process by pressing **BREAK**.
- If you press **ENTER**, you lock in the document name and bring the Open Document Options to the screen.
 - If you press **BREAK**, you cancel the process and return to the Main Menu.

***** SCRIPSIT – OPEN DOCUMENT OPTIONS *****

Document name:	-----
Author:	-----
Operator:	-----
Comments:	-----
Printer type:	DW2-----
Lines per page:	54 (4-99)
Pitch:	P- (1-20 or P)
Line spacing (to 3+, " + " = 1/2):	1-
1st page to include header:	1-- (1-999)
1st page to include footer:	1-- (1-999)

5. Type your responses to the Open Document Options.

- If you are opening a *new* document, you use the fields to type your choice for each option *except* Document name.
- If you are opening an *existing* document, you use the fields to change any of the options *except* Document name. (See *Rename*, 93.)

To answer the Open Document Options

Move the cursor from option to option and type your response.

- Use **↑** and **↓** to move the cursor from option to option.
- If you type the maximum number of characters allowed for a field, the cursor will move down to the next field.
- Use **→** and **←** to move the cursor within a field. (You cannot move the cursor beyond the last character in a field.)

The Open Document Options described

Document name. You entered the document name when you first chose the open document function and answered the prompt Name of document to open? You cannot change the document name on this menu.

Author. Use this field to identify the author of the document. You can type up to 32 characters.

Operator. Use this field to identify the operator who prepared the document. You can type up to 32 characters.

Comments. Use this field as a memory "jogger" to identify the document. You can type up to 32 characters.

Printer type. Use this field to specify which printer you are using:

D	W	2	Daisy Wheel II
L	P	4	Line Printer IV
L	P	8	Line Printer VIII
S			Serial Printer

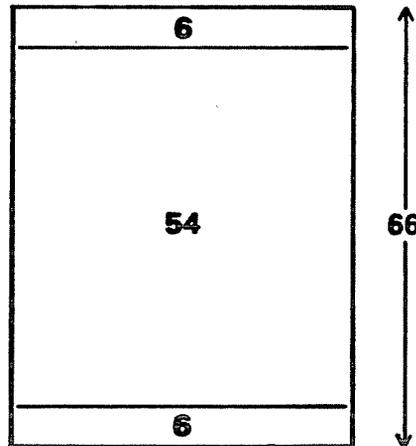
If you are using a non-Radio Shack printer or Line Printer V or VI, see *Appendix 1, 117*.

D**W****2** is the default response.

Lines per page. Use this field to specify the number of lines that you want to print on each page. You can specify any number of lines from 4 through 99.

There are 6 single-spaced lines per inch. Thus a sheet of paper 11 inches long contains a maximum of 66 printable lines.

Fifty-four printed lines per page is the default response, allowing 6 lines (1 inch) for the top border and 6 lines (1 inch) for the bottom border. (See *Paginating, 30*.)



Pitch. Use this field to specify the number of characters that you want to print to the inch. You can choose any number from 1 to 20. (Make sure your printer or Daisy Wheel is compatible with the pitch you set.) P (for proportional spacing) is the default response.

The three pitches that are most commonly used for this option are:

- 1 0** Pica: 10 characters to the inch.
- 1 2** Elite: 12 characters to the inch.
- P** Proportional: Each character is assigned a specific number of units according to its width. For example, when you print with propor-

tional spacing, an "i" is 1 unit wide, whereas an "M" is three units wide. (See *The Screen Page*, 16.)

Linespacing. Use this field to specify the linespacing you want for your printout.

- 1** Single-Space: text prints on every line (default).
- 2** Double-Space: text prints on every other line.
- 3** Triple-Space: text prints on every third line.
- +** Space and a Half: text prints with a half line of space between each line.
- +** Double-Space and a Half: text prints with 1½ lines of space between each line.
- +** Triple-Space and a Half: text prints with 2½ lines of space between each line.

Use this field to set the linespacing when you open a *new* document or to recalibrate the page number indicator in the status line of an *existing* document. To change the linespacing of an *existing* document, use the block-action command. (See *BLOCK-ACTION COMMANDS*, 50.) After changing the linespacing with the block-action command, change it on the Open Document Options.

1st page to include header/footer. Use these fields to specify the first page on which you want the headers or footers, if any, to print. For example, if page 1 of your document is a title page, you specify that the headers and/or footers are to begin on page 2.

1 is the default response for both options.

6. If necessary, edit the fields to correct mistakes or to change the response to an option.

- **SHIFT** **→** moves the cursor to the end of text in the field and enables you to add to the text you have already typed.
- **SHIFT** **←** moves the cursor to the beginning of the field.
- **→** and **←** position the cursor on characters that already appear in the field.
- Overstrike replaces one character with another. (Simply type the new character on top of the old one.)
- **@** **D** deletes the character the cursor is on.
- **@** **I** inserts text into a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Hold down **@** and type **D** to close up the insert.)
- **SHIFT** **CLEAR** clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

7. Complete your session with the Open Document Options by pressing **ENTER, or cancel the entries by pressing **BREAK**.**

line in increments of 12. In proportional spacing-pitch (PS), each character is assigned a number of units. For example, "M" is 3 units wide, "i" is 1. (See *The Open Document Options described, 13.*)

The Status Line

In addition to identifying the document name, page, and position, the status line informs you of the print specifications of the document.

Document name: For example: BASEBALL.

Pg: Page you are on. For example: 1.

Ln: Line the cursor is now on. For example: 1.

Pos: Current horizontal cursor position in inches. For example: 1.8.

Pitch: The pitch you set in the Open Document Options. For example: PS.

LS: Linespacing for the paragraph that the cursor is now on. For example: 1.

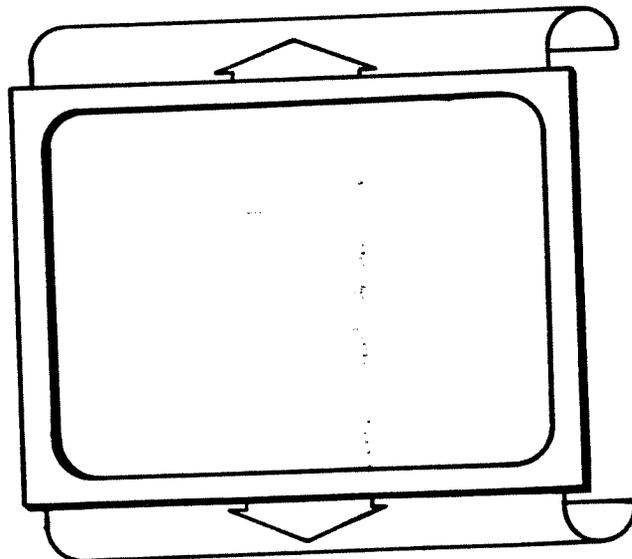
Scrolling

You type into memory. The screen is a window into memory that enables you to view your text. The screen page displays 14 lines of text from top to bottom and 64 characters from left to right.

If your text is longer than 14 lines or wider than 64 characters, then the program "scrolls" your text so that you can view any portion of it. For example, when you type beyond line 14, the text scrolls up *vertically* (the top line moving off the screen) to enable you to view line 15. And when you type beyond character 64, the text scrolls *horizontally* 8 characters to the left so that you can view character positions 64 through 71.

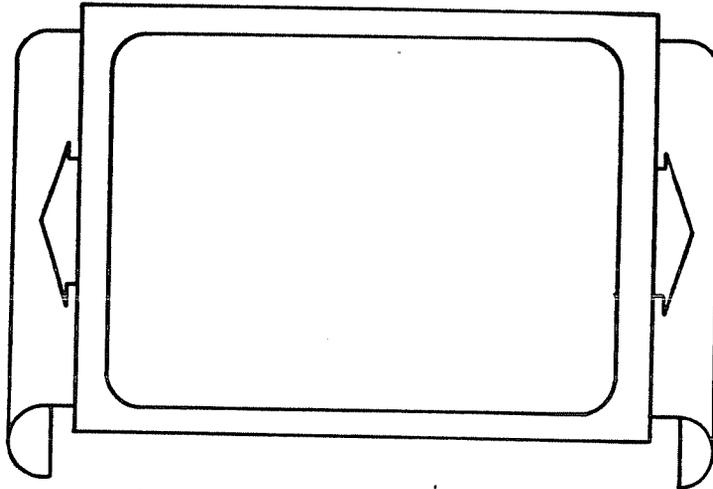
Vertical Scrolling

When you type or move the cursor, the program scrolls your text up or down 1 line at a time.



Horizontal Scrolling

When you type or move the cursor, the program scrolls your text back or forth 8 characters at a time.



Tab Line Editing (Setting Margins and Tabs)

■ Command Summary: @T

Type **[L]** to set the left margin.

Type **[R]** to set the right margin.

Type **[I]** to set the indent tab.

Type **[+]** or **[T]** to set a tab.

Type **[-]** or press **[SPACE]** to clear a tab or margin.

To End the Tab Line Edit

Type **[S]** and then type **[S]** or a number from 0 to 9 to set the tab line and save it.

Type **[R]** and a number from 0 to 9 to recall a saved tab line.

Press **[ENTER]** to lock in the tab line.

Press **[BREAK]** to cancel the tab line edit.

When you open a *new* document, the program displays standard margins and tabs — the system (default) tab line. You may wish to use the system tab line to type your document, or you may wish to edit the tab line to set your margins and tabs. Also, you may edit the tab line to set your own system (default) tab line.

The tab line controls the format of the document on a paragraph-by-paragraph basis. Each paragraph has its own tab line. You may have as many as 50 different tab lines for a single document.

- The tab line you set on a blank screen page or at the end of text controls each subsequent paragraph you type.
- If you change the tab line of a paragraph, you change only the margins and tabs for that paragraph.

How to Edit the Tab Line

Whenever you want to set or change margins or tabs, edit the tab line.

1. From an open document, hold down **@** and press **T** for *tab line*.

When you enter the tab line editing command, the cursor leaves the text area and a question mark appears within the ghost cursor.

2. Move the cursor to the position on the tab line where you want to set a margin or tab.

To move the ghost cursor along the tab line

- Use **→** or **←** to move the cursor along the tab line.
- Use **SHIFT** **→** to move the ghost cursor 6 spaces to the right.
- Use **SHIFT** **←** to move the ghost cursor to the extreme left.

3. Set each margin and tab. Clear any unwanted tabs from the tab line.

To set margins and tabs

- Position the cursor on the tab line where you want the margin. Type **L** to set a left margin. Type **R** to set a right margin. When you set a new margin, you delete the old margin automatically. If you plan to print the document using either an LP4 or LP8, do not set your right margin beyond 8.0.
- Position the cursor on the tab line and type **I** to set an indent tab.
- Position the cursor on the tab line and type **T** or **+** to set a regular tab or an align tab.

To clear a margin or tab

Position the cursor on the tab or margin you want to clear. Type **SPACE** or **-** to clear a margin or tab.

4. To conclude the tab line edit, press **BREAK** or **ENTER**, or type **S** or **R**.

- Press **BREAK** to cancel the changes. The cursor returns to the text area, and the format of the original tab line remains.
- Press **ENTER** to lock in the changes. The cursor returns to the text area.
- Type **S** for save and answer the prompt to lock in the changes and save the tab line. (See *Saving and Recalling Tab Lines*, which follows.)
- Type **R** and answer the prompt to recall a prerecorded tab line. (See *Saving and Recalling Tab Lines*.)

If you change the tab line for a paragraph, the program reformats the paragraph with the new margins and tabs you have set.

If you change the tab line for a new document or at the end of an existing document, all subsequent paragraphs you type will adhere to the format of the tab line you have set.

Saving and Recalling Tab Lines

SuperSCRIPSIIT enables you to save as many as 11 tab lines. You can save 10 for later recall, and 1 as the "system" tab line. Saving and recalling tab lines is helpful when you want to type documents that have complicated format requirements (such as outlines), to store tab lines that you use often, or to reformat single paragraphs.

To save tab lines

1. Enter the command to edit the tab line: From an open document, hold down **@** and type **T**.

The cursor leaves the text area and ? appears in the ghost cursor.

2. Set the tab line you want to save: margins, tabs, and indent tab. (See *How to Edit the Tab Line*, 19.)

3. Type **S** for save. This prompt appears:

Save as which Tab Line (0-9 or <System) ?

4. To save the tab line for later recall, type a number from 0 through 9.

To save the tab line as the default tab line, type **S** for system. The tab line you save as the system tab line appears as the default tab line when you open a new document.

The program stores the tab line on a diskette and reformats the paragraph the cursor is on to the new tab line.

To recall tab lines

If you are recalling a tab line to reformat a paragraph, be sure you first move the cursor into the paragraph you want to change.

1. From an open document, hold down **@** and type **T**.

The cursor leaves the text area and a ? appears within the ghost cursor.

2. Type **R** for recall. This prompt appears:

Recall which Tab Line (0-9)?

3. Type the number of the tab line you want to recall.

The program recalls the tab line from the diskette and reformats the paragraph the cursor is on to the new tab line.

The Tab Line Help Menu

If you type an invalid command while editing the tab line, the program displays a "Help menu" entitled Tab Line Edit Options. The Help menu lists all valid commands you can use to edit the tab line. (See *Using Help When Editing the Tab Line*, 25.)

Margin Command

■ Command Summary

1. Position the cursor.
2. Hold down **@** and type **M**.
3. Type **L**, **R**, or **I**.

To quickly change the indent tab or a single margin, use the margin command. You cannot use the margin command to position the new margin or to indent tab beyond the existing margins.

How to Use the Margin Command

1. In an open document, position the cursor where you want the new margin or indent tab.
2. Hold down **@** and type **M**. The following prompt appears:
Set Left margin, Right margin or Indent (L,R, or I) ?
3. To set the new margin or indent tab, type **L**, **R**, or **I**.
 - Typing **L** moves the left margin to the cursor position.
 - Typing **R** moves the right margin to the cursor position.
 - Typing **I** moves the indent tab to the cursor position.

The program moves the margin or indent tab to the cursor position and reformats the paragraph the cursor was on to the new setting. If you plan to print the document using either an LP4 or LP8, do not set your right margin beyond 8.0.

TYPING A DOCUMENT

Align Tab

■ Command Summary: **@A**

You use align tab to type right-aligned text. For information on *setting* an align tab, see *Tab Line Editing*, 18. For information on *typing* with an align tab, see *Tabbing*, 33.

Break

Use **BREAK** to stop a command in progress or to exit a menu without locking in any of your responses. For example, if you are answering the Open Document Options and decide to stop and start over, press **BREAK**.

When you press **BREAK** to abort a command or to cancel a menu response, the program returns you to where you were before you entered the command.

You also use **BREAK** to close up an insert. (See *Insert*, 49.)

Capital Mode

■ Command Summary: **SHIFT @**

You use capital mode to type all capital (also known as upper case) letters. When capital mode is turned on, every alphabetical character appears in upper case. The numerals, however, are not affected. To type the special characters

! " # \$ % & ' () @ * =

above the numeral keys, you hold down **SHIFT** and type the desired numeral key.

How to Turn On Capital Mode

Hold down **SHIFT** and press **@**.

C appears at the right of the status line to remind you that capital mode is on.

```
-----1-----(-I-2-----+-----3-----+-----4-----+-----5-----+-----)---  
BASEBALL Pg:1 Ln:1 Pos: 1.8 Pitch:PS LS:1 C
```

How to Turn Off Capital Mode

Hold down **SHIFT** and press **@**.

The C disappears from the status line to remind you that capital mode is off.

Center

■ Command Summary: **@C**

Position the cursor in the paragraph you want to center.

You can use this command to center an existing paragraph or to center a paragraph as you type it. SuperSCRIPSIT always centers whole paragraphs. To

center a single word, phrase, or line, first define the text as a paragraph by pressing **ENTER** at the end of it.

How to Center a Paragraph

1. Position the cursor anywhere in the paragraph that you want to center.
2. Hold down **@** and type **C** for *center*.

The program centers the paragraph and displays the prompt Cen in the status line.

-----1-----(-I-2-----+-----3-----+-----4-----+-----5-----+-----)---

BASEBALL Pg:1 Ln:1 Pos: 1.8 Pitch:PS LS:1 Cen

How to Center a Paragraph As You Type

1. Before typing the paragraph that you want to center, hold down **@** and type **C**.

The cursor is centered between the margins, and the prompt Cen appears in the status line.

2. Type the paragraph.

As you type, the characters alternately move out in each direction from the center.

3. When you have finished typing the paragraph, press **ENTER** to end the centering action and to define the centered text as a paragraph.

When you press **ENTER**, the cursor moves out of the centered paragraph. The prompt Cen disappears from the status line.

How to Uncenter a Centered Paragraph

1. Position the cursor anywhere in the centered paragraph that you want to uncenter.
2. Hold down **@** and type **C**.

The paragraph is uncentered, and the prompt Cen disappears from the status line.

Whenever you move the cursor into a centered paragraph, the prompt Cen appears in the status line to remind you that the paragraph is centered.

Clear

You use **CLEAR** to type print codes. (See *USING THE SYSTEM PRINT CODES*, 69.)

Enter

You use **ENTER** for two basic purposes: to end a paragraph that instructs the printer to line feed or to lock in responses to a prompt or menu.

- Press **ENTER** to end a line of text, to define a quantity of text as a paragraph, or to create a linespace when at the left margin. If you turn on view mode, a ¶ is displayed at each place in the text where you pressed **ENTER**. (See *View Mode*, 35.)
- Press **ENTER** to lock in the response to a menu or prompt when the length of the response is less than the length of the field.

Error Messages

There are two kinds of error messages:

- **System Messages.** These appear in the status line to alert you to a specific problem. For example:

There is no more space left on this diskette.

Appendix 2 contains a complete list of system error messages, with an explanation of each. (See *ERROR MESSAGES*, 136.)

- Press CONTROL-H to see an index of Scripsit commands. This appears in the status line if you attempt to type a nonexistent command.

When the CONTROL-H message appears, either press **BREAK** to cancel the flashing message or hold down **@** and type **H** to see the Help screens. (See *Help*, below.)

Ghost Cursor

The ghost cursor moves along the tab line as the cursor moves along the text line. (See *The Screen Page*, 16.)

Help

■ Command Summary: **@H**

When you are working in an open document, you can request Help at any time. The program will provide you with complete lists of commands and functions. You then page through the seven Help screens to find the command you need. For example, if you are typing or editing and forget the mnemonic for a command, simply request the Help screens.

How to Request and View the Help Screens

1. Hold down **@** and type **H** for *help*.

The first of the seven Help screens appears. This prompt appears at the bottom of each Help screen:

***** Use arrow keys to page, BREAK to return *****

2. Use **↓** or **↑** to page through the seven screens.

- Press **↓** to move to the next Help screen.
- Press **↑** to move to the preceding Help screen.

The seven Help screens form a "loop." If you press **↓** while the seventh screen is displaying, the program displays the first Help screen again.

3. To return to the open document, press **BREAK**.

The displayed Help screen disappears, and the program returns you to the document. The program positions the cursor at the place where you left it.

Using Help When Editing the Tab Line

You can refer to an eighth Help screen when you edit the tab line. This Help screen lists all the commands you use to edit the tab line.

To view the Help screen for editing the tab line

1. Hold down **@** and type **T** to request tab line editing.

The cursor leaves the text area and ? appears in the ghost cursor.

2. Type **H**.

The prompt TAB LINE EDIT OPTIONS: appears on the screen.

3. Press **BREAK** to return the cursor to the text area.

The Tab Line Edit Options disappear and the cursor returns to the text area. To resume editing the tab line, press **@T** again.

The Seven Help Screens and the Tab Line Edit Options

Here are copies of the seven Help screens and the Tab Line Edit Options.

***** SCRIPSIT – INDEX OF VALID COMMANDS *****

- @A align tab
- @B block action command followed by:
 - D delete marked block
 - C copy marked block into temporary memory
 - M move (copy and delete) into temporary memory
 - A adjust margins and tabs of marked block
 - S perform global search on marked block
 - F freeze (do not permit editing on) block
 - H hyphenate marked block
 - P print marked block
 - L change linespacing of marked block
- @C center or uncenter paragraph
- @D delete character or close insert
- @E end block of text (insert end marker)

Use arrow keys to page, BREAK to return

***** SCRIPSIT – INDEX OF VALID COMMANDS *****

- @F form letter preparation
- @G global find, delete or replace
- @H help explain valid commands
- @I insert new text
- @J reserved for future versions of SCRIPSIT
- @K reserved for future versions of SCRIPSIT
- @L reserved for future versions of SCRIPSIT
- @M set margin (followed by "L"eft, "R"ight, "I"ndent)
- @N new page (force end of page)
- @O reserved for future versions of SCRIPSIT
- @P print entire document
- @R recall block of text previously COPYed or MOVEd
- @S start block (insert block start marker)
- @T tab line editing (set new margins and tabs)

Use arrow keys to page, BREAK to return

***** SCRIPSIT – INDEX OF VALID COMMANDS *****

@Q quit editing and perform one of the following:

- O open new document
- P proofread a document
- C compress a document
- A convert a document from or to ASCII or SCRIPSIT
- E exit to TRSDOS
- R return to current document (if any)
- S display System Setup menu and do one of the following:
 - O set up Open Document options
 - P set up printer options
 - S set up search and replace options
 - A change align character

(System Setup commands continued on next screen)

Use arrow keys to page, BREAK to return

***** SCRIPSIT – INDEX OF VALID COMMANDS *****

(System Setup options cont.; press @Q, S, and . . .)

- U edit user key sequence
- C edit printer codes
- V change block delete verify option
- @U user key programmer on/off (followed by digit if on)
- @V view mode on or off
- @W write text to disk
- @X "quick" block marker (followed by length of block)
- @Y reserved for future versions of SCRIPSIT
- @Z reserved for future versions of SCRIPSIT
- SHIFT-@ locks or unlocks upper case

Use arrow keys to page, BREAK to return

***** SCRIPSIT – INDEX OF VALID COMMANDS *****

Simple cursor motion commands:

arrows move cursor up, down, left, or right
SHIFT-up, -down arrows move to start or end of document
SHIFT-left arrow moves to start of line
SHIFT-right arrow moves to next tab stop

Special keys:

CLEAR precedes special printer codes
BREAK stops command in progress or closes insert
ENTER begins new paragraph or moves cursor to next line

User keys:

@0, @1, @2, through @9 function as user-programmed keys

Use arrow keys to page, BREAK to return

***** SCRIPSIT – INDEX OF VALID COMMANDS *****

Advanced cursor motion commands:

Left or up arrow pressed at the same time as:

W moves to previous word
G moves to previous paragraph
P moves to previous page
V moves to previous video page
L followed by line number and ENTER moves to specified absolute line number
N followed by page number and ENTER moves to specified page number
S followed by string searches backward for string
H followed by O or E moves to specified header page
F followed by O or E moves to specified footer page

(advanced cursor motion commands continued on next screen)

Use arrow keys to page, BREAK to return

Advanced cursor motion commands (continued):

Right or down arrow pressed at the same time as:

W moves to next word

G moves to next paragraph

P moves to next page

V moves to next video page

L followed by line number and ENTER moves to specified absolute line number

N followed by page number and ENTER moves to specified page number

S followed by string searches forward for string

H followed by O or E moves to specified header page

F followed by O or E moves to specified footer page

Use arrow keys to page, BREAK to return

How to Kill Help

The seven Help screens are stored on the program diskette in a file named HELP/CTL. You can kill this file to make more room for documents on the program diskette. (See *Kill*, 92.) If you request Help after you have killed the file, the program displays the message Help not available.

Indent Tab

Use the indent tab to indent the first line of every paragraph. To read about setting an indent tab, see *Tab Line Editing (Setting Margins and Tabs)*, 18. To read about typing with an indent tab, see *Tabbing*, 33.

Linespacing

Linespacing is the amount of space between each line of printed text. For information about setting the linespacing for a new document, see *SETTING UP A DOCUMENT*, 16. For information about changing the linespacing of an existing document, see *To change the linespacing of the block*, 58.

Margins

Margins define the left and right borders of a document. The program displays margins in the tab line. It displays the left margin as (and the right margin as). To read about setting margins or changing them for a single paragraph, see *Tab Line Editing*, 18. To read about changing the margins for larger quantities of text, see *To adjust a block*, 55.

Modes

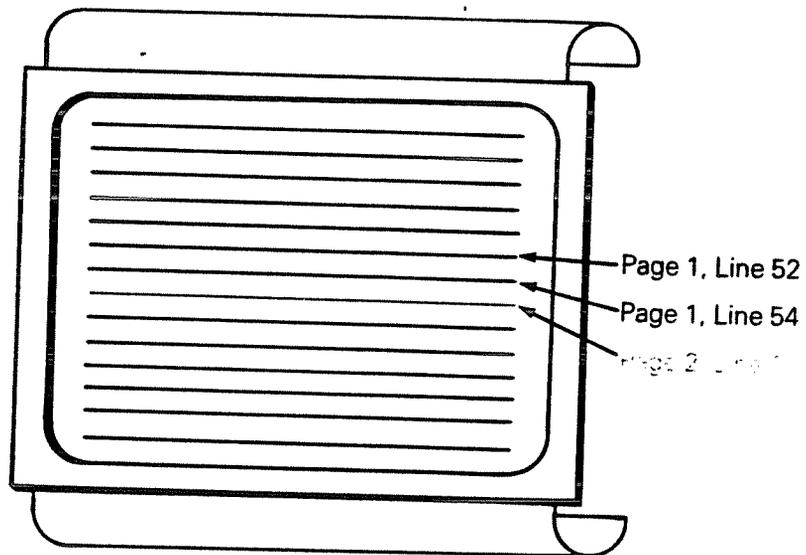
SuperSCRIPSIT offers two modes. You can type in all capital letters with capital mode, or you can view the codes that are embedded in text with view mode. (See *Capital Mode*, 22; *View Mode*, 35.)

Paginating

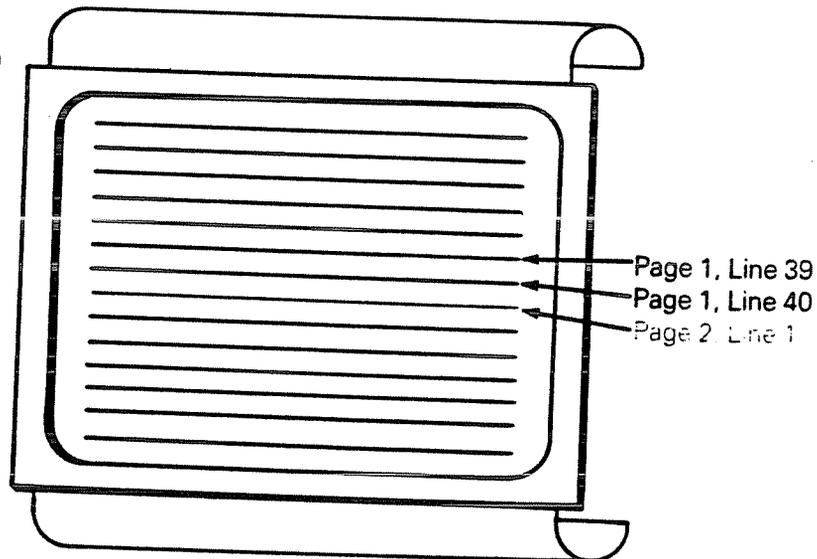
■ Command Summary: @N

The program paginates your text as you type. It keeps track of the linespacing and lines per page that you set when you answered the Open Document Options. As soon as you type a line that exceeds the lines per page, the program starts a new page. In the status line, the program advances the page number indicator by 1 and resets the line number indicator to 1.

Linespacing 2
Lines per page 54



Linespacing 1
Lines per page 40



You can override the program's pagination and force a new page by typing a force new page code where you want the new page to begin.

How to Force a New Page

1. Position the cursor at the *beginning* of the paragraph that you want to appear first on the new page.

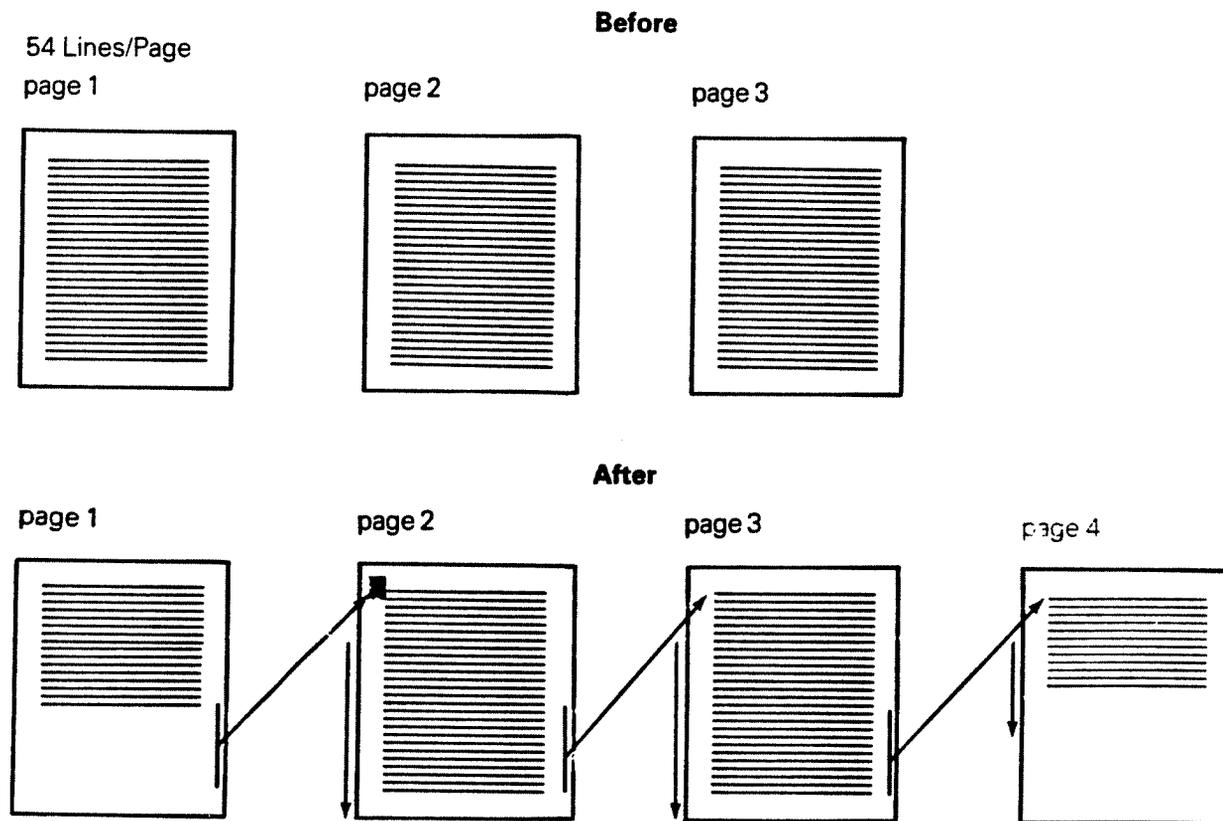
You cannot force a new page in the middle of a paragraph. If you are forcing a new page at the beginning of an existing paragraph, position the cursor on the first character of the paragraph. When you type the force new page code, the program *automatically* inserts it before the paragraph. (See *Insert*, 49.)

2. Hold down **@** and type **N** for *new*.

The program turns on view mode and inserts a \wedge into the text. The \wedge will not print.

Whenever you position the cursor on the line that contains the code, the program advances the page number indicator by 1 and resets the line number indicator to 1. When it prints the document and encounters the code, the program instructs the printer to eject the paper and begin printing a new page.

In addition, the program repaginates the rest of the document to accommodate the new page. For example, if you force a new page on line 20 of page 1, the line becomes line 1 of page 2. The program recalculates the pagination of each subsequent page.



Quitting a Document

■ Command Summary: @Q

You must end every session with a document by quitting it. When you quit a document, the program writes the document to the diskette and returns you to the Main Menu.

You do not have to quit a document to write it to the diskette. (See *Write to Diskette*, 37.)

How to Quit a Document

Hold down @ and type Q for quit.

The program writes the document to the diskette and returns you to the Main Menu.

When you quit a document, the program displays an additional prompt on the Main Menu. You can either choose any of the functions or answer the additional prompt to Return to current document, the document you just quit.

* * * * * SCRIPSIT WORD PROCESSING * * * * *

- <O> Open a document
 - <D> Display disk directory
 - <S> System setup utility
 - <P> Proofread a document
 - <C> Compress a document
 - <A> ASCII text conversion utility
 - <E> Exit to TRSDOS
 - <R> Return to current document
-

Shift

You use **SHIFT** to perform eight basic functions:

- With the character keys to type upper case letters.
- With the numeral keys to type ! " # \$ % & ' () @ * = .
- With @ to turn capital mode on and off. (See *Capital Mode*, 22.)
- With **SPACE** to type two spaces in a row without displaying a Δ. (See *Spaces*, 33.)
- With **CLEAR** to clear fields on a menu. (See *How to Edit the Fields on the Search and Replace Options*, 61.)
- On the tab line with **←** and **→** to move the cursor left and right. (See *Tab Line Editing*, 18.)

- In text with **←** and **→** to move the cursor to the beginning of a line or to a tab. (See *Tabbing*, below.)
- In text with **↑** and **↓** to move the cursor to the beginning or end of a document. (See *CURSOR MOVEMENT COMMANDS*, 39.)

Spaces

To type a space, you press the space bar.

Many typists type two spaces after end punctuation such as a period. If you type two or more spaces in a row, the program displays a delta Δ for every two spaces you type.

When a sentence ends at the end of a line, SuperSCRIPSIT uses the delta to avoid beginning the next line with a space. The program also uses the delta to assure you of the best possible interline spacing for justified text. Whenever possible, the program calculates the delta as two spaces.

To take full advantage of the feature, you must type two spaces in a row after each sentence and display the delta.

How to Type Two or More Spaces in a Row

Hold down **SHIFT** and type a space. (Press the space bar.)

Now you can type as many spaces as you want without displaying a delta. The program will print each space without any recalculation during justification.

Status Line

The status line appears at the bottom of the screen page and displays the current status of your document. (See *The Screen Page*, 16.)

Tab Setting

To set a tab, you edit the tab line. (See *Tab Line Editing*, 18.)

Tabbing

■ Command Summary

Hold down **SHIFT** and press **→** to type at a tab.

Hold down **@** and type **A** to align text at a tab.

Press **ENTER** to position the cursor at an indent tab.

Typists use tabs for three primary purposes: to type columns aligned at the left, to type columns aligned on a decimal point (or on the right), and to indent the first line of a paragraph. The program provides you with three kinds of tab commands: regular, align, and indent, one for each kind of tabbing.

The program uses the same tab setting to align text at the left and right. Whether you will type the column at a *regular* tab or at an *align* tab, the program moves the cursor to the next + in the tab line. It treats a + as a regular tab or as an align tab, depending on the command you use to move the cursor to the +.

To indent the first line of a paragraph, use the I in the tab line.

The program uses + as a regular tab or as an align tab.

```
-----1----(-----2-----+-----3-----+-----4-----+-----5-----)---
```

The program uses I only as an indent tab.

```
-----1----(--I-2-----+-----3-----+-----4-----+-----5-----)---
```

How to Type at a Regular Tab

1. Hold down **SHIFT** and press **→**.

The cursor moves to the next + in the tab line. If view mode is turned on, \ appears in the text where you typed the instruction to move the cursor to the regular tab.

2. Type the text you want aligned left at the +.

3. If you are typing more than one column, repeat Steps 1 and 2 to move the cursor to each +.

Here are columns typed at a regular tab:

Chairperson	Jane Watson
Secretary	Carl Fritz
Treasurer	Coco Gonzales
Vice-President	Mabel Summers

```
---(-1---+-----2-----3-----+--4-----5-----)---
```

How to Type Text at an Align Tab

1. Hold down **@** and type **A**.

The cursor moves to the next +. If view mode is turned on, ' appears in the text where you typed the instruction to move the cursor to the align tab.

As you type, each character is displayed at the tab position. As you continue to type, previously typed characters are moved *left*.

2. To end the alignment, type **□** (the default align character), press **ENTER**, or tab to the next tab stop. If you type **□** to end the alignment and then type additional characters, they move right as usual.

Here are columns typed with an align tab:

1,204,880.00
1.54
1,256.95
101.15
Won Li
James Smith
Hernando Marques
Stuart Mather Gibson, III

-----1----- (-----2-----3-----4-----5+-----)---

You can change the align character: for example, from period to comma. (See *How to Change the Align Character*, 101.)

How to Type Text at an Indent Tab

If an indent tab is displayed in the tab line, the cursor moves to the indent tab position each time you press **ENTER** to end a paragraph. The next line of the paragraph wraps around and begins at the left margin.

Here are paragraphs typed with an indent tab:

We resolve to disencumber our holding company of those securities determined to be unprofitable or whose performance is less progressive this year as compared with last.

What's more, we will purchase more shares where P/E ratio is demonstrably high.

-----1----- (2---I-----3-----4-----5-----)---

You can program each of the ten numeral keys to perform a sequence of key-strokes. These self-programmable keys are called user keys. (See *USER KEYS*, 102.)

View Mode

■ **Command Summary:** @V

Use view mode to see codes that are embedded in the text. For example, with view mode turned on, you can see the paragraph symbol ¶ that marks where you have pressed **ENTER** to end a paragraph.

View mode is especially helpful when editing because you can easily distinguish paragraphs, tabular columns, print codes, and forced pages. Some users prefer to do most of their routine typing with view mode on, while others prefer to type with it off.

How to Turn On View Mode

If view mode is off, hold down **@** and type **V**.

- Vw appears in the status line.
- ¶ indicates that you have pressed **ENTER** to end a paragraph. (See *Enter*, 24.)
- \ indicates that you have used **SHIFT** **→** to tab to a regular tab. (See *Tabbing*, 33.)
- ^ indicates that you have held down **@** and typed **A** to tab to an align tab. (See *Tabbing*, 33.)
- indicates that you have held down **@** and typed **I** to insert text. (See *Insert*, 49.)
- ^ indicates that you have typed a force new page code. (See *Paginating*, 30.)
- Ⓒ indicates that you have typed a print code. (See *USER PRINT CODES*, 108.)
- [indicates the start of a block you have defined. (See *BLOCK-ACTION COMMANDS*, 50.)
-] indicates the end of a block you have defined. (See *BLOCK-ACTION COMMANDS*, 50.)

How to Turn Off View Mode

If view mode is on, hold down **@** and type **V**. Vw disappears from the status line.

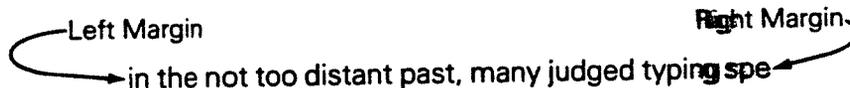
The program automatically turns on view mode when you enter any of the following commands:

- @S** to mark the start of a block. (See *BLOCK-ACTION COMMANDS*, 50.)
- @E** to mark the end of a block. (See *BLOCK-ACTION COMMANDS*, 50.)
- @X** to define a block by text quantity. (See *BLOCK-ACTION COMMANDS*, 50.)
- @N** to force a new page. (See *Paginating*, 30.)
- CLEAR** to type a print code. (See *USER PRINT CODES*, 108.)

Wraparound

One advantage of SuperSCRIPSIIT word processing is that you **never** have to decide where to end lines of text. When you type a word that will **not** fit at the end of a line, the program moves the word down to begin the **next** line. The program "wraps" the text around.

As you type a word that will not fit,



the program moves the word down to begin the next line.

in the not too distant past, many judged typing
speed . . .

Write to Diskette

■ Command Summary: @W

When you type a document, the Model III saves the text in **memory** (in the buffer).

Normally the program writes (stores) the text to the diskette **either** when you quit the document or when you fill up the buffer. The buffer **holds** 11,821 characters.

However, you can instruct the program to write the text to the **diskette** by entering the write command. When you do this, the program **writes** to the diskette any text that has not already been written. During the **write** process, you cannot type because the system is emptying the buffer. But **unlike** what happens when you use the quit command, your document is still **on** the screen when the system finishes writing it to the diskette.

When to Write Text to the Diskette

- When the buffer is almost full.

When you come within 300 characters of filling up the buffer, **the** program displays this message:

300 LEFT

If you continue to type, the program begins a countdown, **continuously** displaying the number of characters that remain in the buffer. **If** you type until the countdown reaches 0 and the buffer is full, the program **auto-** matically writes the contents of the buffer to the diskette. **During** the diskette write, no keyboard entries will be recognized.

To avoid losing text, enter the write command before **the** countdown reaches 0.

- When the electric current is unreliable.

The write command is helpful in areas where the electric current is variable or sufficiently unreliable to cause the Model III to "crash." During a system crash, you lose any text that is in the buffer. By entering the write command from time to time during text input, you can store text that you might lose during a crash.

How to Write Text to the Diskette

1. Hold down **@** and type **W** for *write*.

If there is any text in the buffer that has not as yet been written to the diskette, the program writes it to the diskette.

This prompt appears and temporarily takes the place of the status line:

PLEASE WAIT A MOMENT

2. When the prompt disappears and the status line reappears, resume typing.

REVISING OVERVIEW

Here is a list of the SuperSCRIPSIT features you can use to revise text:

1. **Cursor Movement Commands**
 - The Arrow Keys
 - Text Quantity Definitions
 - Simple Commands
 - Advanced Commands
2. **Basic Editing**
 - Delete
 - Insert
 - Overstrike
3. **Block-Action Commands**
 - Defining the Block
 - Executing the Block-Action Commands
4. **Global Search and Replace**

CURSOR MOVEMENT COMMANDS

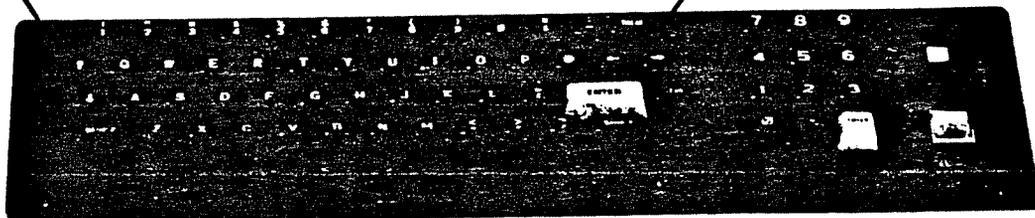
SuperSCRIPSIT is rich with instructions for moving the cursor. For example, you can move it to a specific word, phrase, or code; to a specific page or line number; to a header or footer page.

The Arrow Keys

The four arrow keys are used to move the cursor exclusively. All cursor movement commands use the arrow keys alone or in combination with another key.

Arrow Keys

Arrow Keys



Text Quantity Definitions

In order to move the cursor effectively, you must understand how the program defines text quantities.

Character

A *character* is a space, a letter, or a numeral. With view mode turned on, the program also defines the codes \wedge \circ [and] as characters. With view mode turned off, the program does not define these codes as characters.

Characters

•
a

Word

A *word* is any group of characters with a space after it. The program includes the space after the word as part of the word.

Words

the murmuring brook
↑
space

Sentence

A *sentence* is any group of characters with end punctuation before and after it: . ? !

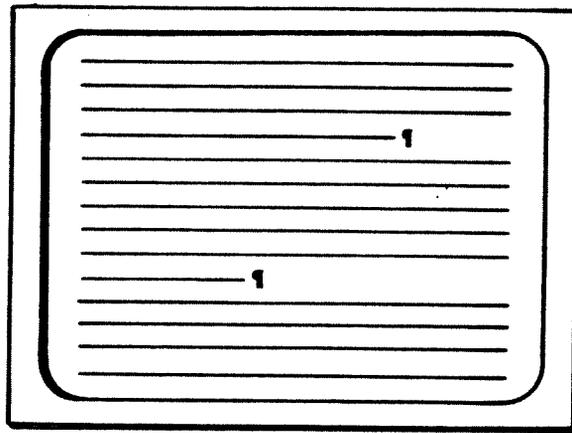
Sentences

... of the earlier time? They knew it now. Still, there was ...
↙ ↘
end punctuation end punctuation

Paragraph

A *paragraph* is any group of characters with the paragraph symbol ¶ before and after it. Naturally, the first paragraph in a document is not preceded by a paragraph symbol. (The program embeds the symbol in the text when you press **ENTER**. You can view the paragraph symbols by turning on view mode.)

Paragraph



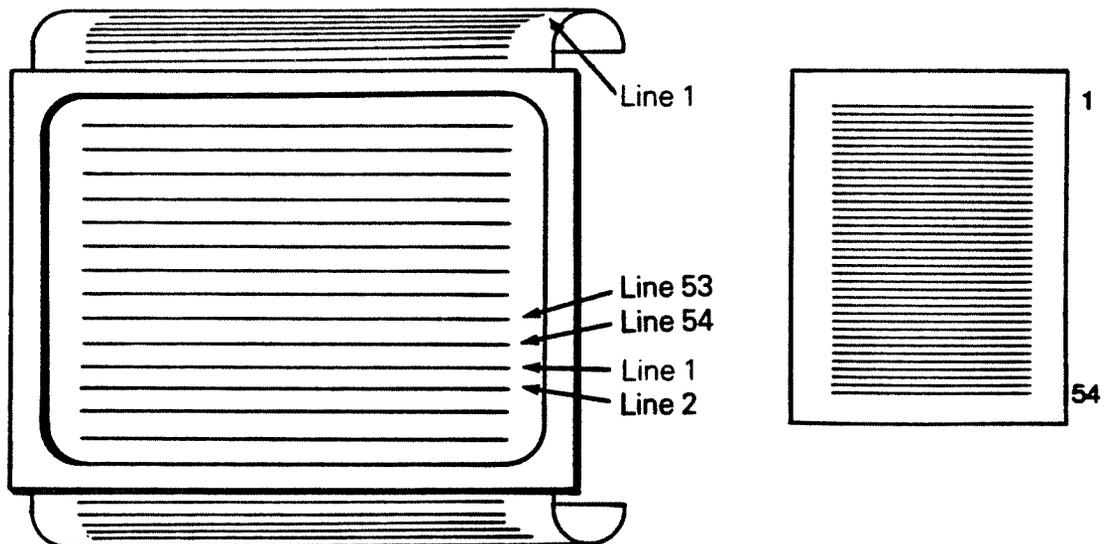
Page

A *page* is the number of lines set as lines per page in the Open Document Options for the document. If you set the lines per page at 54, then the program defines a page as 54 lines: page 1 is line 1 through line 54; page 2 is line 55 through line 108; and so on. The actual number of text lines (the absolute line number) depends on the linespacing:

- If you set the lines per page at 54 and the linespacing at 1 for single-space, each page will have 54 lines of text.
- If you set the lines per page at 54 and the linespacing at 2 for double-space, each page will still have 54 lines, but because the text prints on every other line, each page will have 27 lines of text.

Page

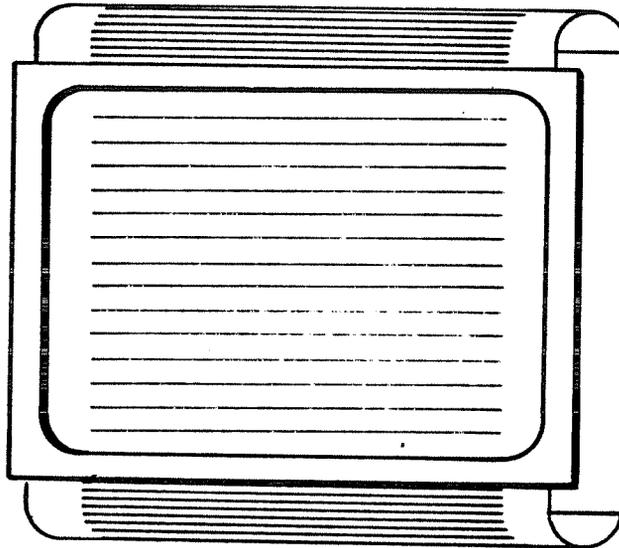
Linespacing 1
Lines per page 54



Video Page

A *video page* (14 lines) is the number of lines that are visible on the screen at one time.

Video Page

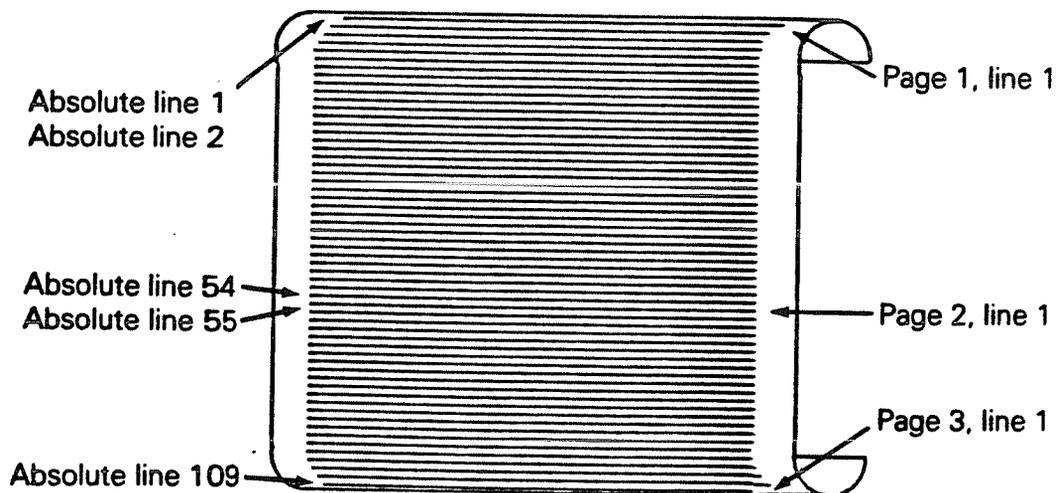


Absolute Line Number

The actual number of text lines from the beginning to the end of the document is called the *absolute line number*. No matter what lines per page or linespacing option you select, the absolute line number does not vary. For example, if you are typing with the linespacing set at 1 for single-space and lines per page set at 54, then *page 1, line 54* is absolute line number 54. *Page 2, line 54* is absolute line number 108. However, if you are typing with the linespacing set at 2 for double-space, then *page 1, line 54* is absolute line number 27 and *page 2, line 54* is absolute line number 54.

Absolute Line Number

Linespacing 1
Lines per page 54



The Two Kinds of Cursor Movement Commands

You can use two kinds of commands to move the cursor:

- Simple: **→**, **←**, **↑**, or **↓** by itself or with **SHIFT**.
- Advanced: **→**, **←**, **↑**, or **↓** with a keyboard character, such as **W**, **G**, **V**, **P**, **N**, **L**, **S**, **H**, or **F**.

Simple Commands

■ Command Summary

→ moves the cursor right.

← moves the cursor left.

↑ moves the cursor up.

↓ moves the cursor down.

SHIFT **→** moves the cursor to the next tab.

SHIFT **←** moves the cursor to the left margin.

SHIFT **↑** moves the cursor to the beginning of the document.

SHIFT **↓** moves the cursor to the end of the document.

How to Move the Cursor With the Four Arrow Keys

To move the cursor one character left, right, up, or down, press one of the four arrow keys. If you hold down an arrow key, the cursor moves in the direction of the arrow until you release the key.

→ moves the cursor right.

← moves the cursor left.

↑ moves the cursor up.

↓ moves the cursor down.

You cannot move the cursor beyond the last *typed* character in a field or line of text. For example, if you hold down **→** or **←** in a *field*, the cursor stops when it reaches the end or beginning of the field. If you hold down **→** in *text* and the cursor reaches the last typed character of the line, the cursor wraps around to the beginning of the next line and continues to move along that line. If you continue to hold down **↑** or **↓** in text or while a menu with fields is displayed, the cursor stops when it reaches the first or last line or field.

How to Use the Arrow Keys With Shift

Use **SHIFT** with the arrow keys to move the cursor to a tab or to the beginning or end of a document or to the left margin.

To move the cursor to the next tab

Hold down **SHIFT** and press **→**.

The cursor moves to the next tab, and if you continue to hold down **SHIFT** **→**, the cursor moves to the right margin. (See *Tabbing*, 33.)

To move the cursor to the left margin

Hold down **SHIFT** and press **←**.

The cursor moves to the left margin.

To move the cursor to the beginning of a document

While in an open document, hold down **SHIFT** and press **↓**.

The cursor moves to the beginning of the document.

To move the cursor to the end of a document

While in an open document, hold down **SHIFT** and press **↑**.

The cursor moves to the end of the document.

Advanced Commands

■ Command Summary

Arrow with **F** to move to a footer page.

Arrow with **G** to move to the next or previous paragraph.

Arrow with **H** to move to a header page.

Arrow with **L** to move to an absolute line number.

Arrow with **P** to move to a specified page.

Arrow with **N** to move to the next or previous page.

Arrow with **S** to move to a word or phrase using the search string.

Arrow with **W** to move to the next or previous word.

Arrow with **V** to move to the next or previous video page.

The advanced cursor movement commands provide flexibility and precision in moving the cursor through text.

You can move to a word, paragraph, printed page, video page, or header/footer page. You can move by page number or absolute line number. You can even move to a specific word or phrase.

How to Move the Cursor to a Footer Page

Hold down any arrow key and press **F** to request a footer page. (See *HEADERS AND FOOTERS*, 74.)

How to Move the Cursor to the Nearest Paragraph

To move the cursor to the next paragraph

Hold down **→** or **↓** and type **G**.

The cursor moves to the next paragraph. If you continue to hold down the arrow key with **G**, the cursor moves through the text, one paragraph at a time, until it reaches the end.

To move the cursor to the previous paragraph

Hold down **↑** or **←** and type **G**.

The cursor moves to the previous paragraph. If you continue to hold down the arrow key with **G**, the cursor moves through the text, one paragraph at a time, until it reaches the beginning.

How to Move the Cursor to a Header Page

Use arrow **H** to request a header page. (See *HEADERS AND FOOTERS*, 74.)

How to Move the Cursor to an Absolute Line Number

For a definition of *absolute line number*, see *Absolute Line Number*, 42.

1. Hold down **→**, **←**, **↑**, or **↓** and type **L**.

This prompt appears in the status line:

Document line number on which to place cursor (1-65535)? -----

The absolute line number that the cursor was on when you entered the command now appears in the field.

2. In the field, type the absolute line number you want.
3. If the number contains fewer than five digits, press **ENTER**.

If the number you type is five digits long (the length of the field), the instruction is entered when you type the fifth digit.

The status line returns to normal and the cursor moves to the absolute line specified.

How to Move the Cursor to a Specified Page

1. Hold down **→**, **←**, **↑**, or **↓** and type **N**.

This prompt appears in the status line:

Document page number on which to place cursor (1-999)? -----

The page number of the page that the cursor was on when you entered the command now appears in the field.

2. In the field, type the number of the page you want.
3. If the page number contains fewer than three digits, press **ENTER**.

If the number you type is three digits long (the length of the field), the instruction is entered when you type the third digit.

The status line returns to normal and the cursor moves to the page specified.

How to Move the Cursor to the Next or Previous Page

For a definition of *page*, see *Page*, 41.

To move the cursor to the next page

Hold down **→** or **↓** and type **P**.

The cursor moves to the next page. If you continue to hold down the arrow key with **P**, the cursor moves through the text, one page at a time, until it reaches the end.

To move the cursor to the previous page

Hold down **←** or **↑** and type **P**.

The cursor moves to the previous page. If you continue to hold down the arrow key with **P**, the cursor moves through the text, one page at a time, until it reaches the beginning.

How to Move the Cursor to a Word or Phrase

1. To find the *next* occurrence of a word or phrase, hold down **→** or **↓** and type **S**. To find the *previous* occurrence of a word or phrase, hold down **←** or **↑** and type **S**.

This prompt appears in the status line:

Enter search string: -----

2. Type the word or phrase that you want to find. Be sure to type it *exactly* as it appears in the document.

To type the search string

Make sure the search string contains the same combination of spaces, as well as upper and lower case characters, as the target string.

You can use spaces to narrow the search:

- If you type the as the search string, the program will not find either, theatre, and so on.

- If you type the without spaces as the search string, the program will find either, theatre, and so on.

In addition to words and phrases, you can search for these embedded codes:

Code	How to Type It in the Field
^	@N
•	CLEAR
¶	@G
[@S
]	@E

To edit the field for the search string prompt

The system retains a search string in memory until you either enter a new string or turn off the system. Therefore, if you want to use the command to search for more than one string during a work session, you may need to edit the field for the search string prompt.

- Use **SHIFT** **→** to move the cursor to the end of text in the field; then add to the text you have already typed.
- Use **SHIFT** **←** to move the cursor to the beginning of the field.
- Use **→** and **←** to position the cursor on any character that already appears in the field.
- Use overstrike to replace one character with another. Simply type the new character on top of the old one.
- Use **@D** to delete the character the cursor is on.
- Use **@I** to insert text in a field. All text to the right of the cursor moves to the right of the field. Type the text you want to insert. Type **@D** to close up the insert.
- Use **SHIFT** **CLEAR** to clear all text to the right of the cursor. If the cursor is on the first character of the field, the entire field is cleared.

3. If the search string contains fewer than 32 characters and spaces (the length of the field), press **ENTER**.

If the string is 32 characters long, the search begins when you type the thirty-second character.

The status line returns to normal and the cursor moves to the nearest occurrence of the word or phrase.

4. You can continue to find occurrences of the same word or phrase.

To find the previous occurrence

- Hold down **←** or **↑** and type **S**.

The prompt reappears in the status line. The field retains the most recently typed search string.

- Press **[ENTER]**.

The status line returns to normal and the cursor moves to the specified word or phrase.

To find the next occurrence

- Hold down **[→]** or **[↓]** and type **[S]**.

The prompt reappears in the status line. The field retains the most recently typed search string.

- Press **[ENTER]**.

The status line returns to normal and the cursor moves to the specified word or phrase.

How to Move the Cursor to the Next or Previous Word

To move the cursor to the next word

Hold down **[→]** or **[↓]** and type **[W]**.

The cursor moves to the next word. If you continue to hold down the arrow key with **[W]**, the cursor moves through the text, one word at a time, until it reaches the end.

To move the cursor to the previous word

Hold down **[←]** or **[↑]** and type **[W]**.

The cursor moves to the previous word. If you continue to hold down the arrow key with **[W]**, the cursor moves through the text, one word at a time, until it reaches the beginning.

How to Move the Cursor to the Next or Previous Video Page

For a definition of *video page*, see *Video Page*, 42.

To move the cursor to the next video page

Hold down **[→]** or **[↓]** and type **[V]**.

The cursor moves down 14 lines to the next video page. If you continue to hold down the arrow key with **[V]**, the cursor moves through the text, 14 lines at a time, until it reaches the end.

To move the cursor to the previous video page

Hold down **[←]** or **[↑]** and type **[V]**.

The cursor moves up 14 lines to the previous video page. If you continue to hold down the arrow key with **V**, the cursor moves through the text, 14 lines at a time, until it reaches the beginning.

BASIC EDITING: DELETE, INSERT, OVERSTRIKE

Delete

■ Command Summary: @D

You use the delete command, either in text or in menu fields, to delete one character at a time. If you want to delete larger quantities of text, you use the block-action delete command. (See *BLOCK-ACTION COMMANDS*, 50.)

How to Delete One Character at a Time

1. Position the cursor on the first character you want to delete.
2. Hold down **@** and type **D** for delete.
3. If you want to delete more than one character in a row, continue to hold down **@D**.

The program deletes one character at a time as long as you continue to hold down **@D**. When you release **@D** or delete all the text from the cursor to the end of the line, the program reformats the paragraph to compensate for the deleted characters. If you delete characters from centered text, the undeleted text remains centered.

Insert

■ Command Summary

1. Position the cursor.
2. Hold down **@** and type **I**.
3. Type the insert.
4. Press **BREAK** or hold down **@** and type **D**.

You use the insert command to insert characters either in text or in fields. With this command, you can insert any amount of text into a document.

How to Insert

1. Position the cursor in the paragraph or field where you want to insert text.

2. Hold down **@** and type **I**.

The paragraph or field opens up to allow you to insert text. In a paragraph, you can insert as much text as you want. In a field, you can insert text until you use the maximum number of characters permitted in the field.

If view mode is on, the program displays insert blocks in the text opening.

3. Type the text you want to insert.

4. When you finish inserting the text, press **BREAK** or hold down **@** and type **D** to close up the text around the insert.

If you insert in a field, you *must* use **@D** to close up the insert. If view mode is turned on, the insert blocks disappear when you close up the insert. When you finish inserting, the program reformats to compensate for the inserted characters. If you insert characters into centered text, the text remains centered.

Overstrike

Command Summary

1. Position the cursor.
2. Type the desired character.

Overstrike is the simplest editing technique: you just type one character over another. It is especially useful for correcting typos.

For example, if you type	iptown
just position the cursor over the i	iptown
and type u over it:	uptown

BLOCK-ACTION COMMANDS

Block-action commands are the key to SuperSCRIPSIT's editing capability. You can define any amount of text as a block and then delete it, copy it, move it, adjust it, search it, freeze or unfreeze it, hyphenate it, print it, or change its linespacing. And editing with the block-action commands is easy. You use two basic steps:

1. Define the block.
2. Execute the block-action command.

Defining the Block

■ Command Summary

Cursor Position Method

1. Position the cursor at the start.
2. Hold down **@** and type **S**.
3. Position the cursor at the end.
4. Hold down **@** and type **E**.

Text Quantity Method

1. Position the cursor.
2. Hold down **@** and type **X**.
3. Type **W**, **S**, **G**, **P**, or **E**.
4. Type **B** or press **BREAK**.

You have two ways to define a block. You can use the cursor to mark the beginning and end of the text you want to define or you can define a quantity.

How to Define a Block: Cursor Position Method

1. Position the cursor at the beginning of the text you want to define as a block.
2. Hold down **@** and type **S** for *start*.
An open bracket **[** appears in the text to mark the beginning of the block.
3. Position the cursor at the end of the text you want to define.
4. Hold down **@** and type **E** for *end*.
A close bracket **]** appears in the text to mark the end of the block.

How to Define a Block: Text Quantity Method

In most cases you will want to use this method to define a block.

1. Position the cursor anywhere in the text you want to define.

2. Hold down [@] and type [X].

This prompt appears in the status line:

Word, Sentence, paraGraph, Page, End-of-text, Block-action?

3. Define the text quantity by typing one or more of these letters in any combination you need. (See *Text Quantity Definitions*, 40.)

- Type [W] to define **one** word at a time. When the cursor is positioned on the word and you type [W] for *word*, the word from beginning to end is included in the block.
- Type [S] to define **one** sentence at a time. When the cursor is positioned in the sentence and you type [S] for *sentence*, the sentence from beginning to end is included in the block.
- Type [G] to define **one** paragraph at a time. When the cursor is positioned in the paragraph and you type [G] for *paragraph*, the paragraph from beginning to end is included in the block.
- Type [P] to define **one** page at a time. When the cursor is positioned on the page and you type [P] for *page*, the page from beginning to end is included in the block.
- Type [E] to define **all** the text from the cursor position to the end of the document. Unlike the other commands, when you type [E], the block is defined *from the cursor position to the end of the document*.

As you begin to define the block, [appears at the start of the block. Each time you specify an amount of text, the cursor moves to the end of it to show you how much text you have defined.

4. Type [B] or press [BREAK] to finish defining the block.

Type [B] to bring the list of block-action commands to the screen. (See list below.) Press [BREAK] to define the block and return the cursor to the text area.

A] appears at the end of the defined text to mark the block.

Executing the Block-Action Commands

■ Command Summary

Display the block-action commands in the status line.

Type [D] to delete the block.

Type [C] to copy the block.

Type [M] to move the block.

Type [A] to adjust the block.

Type [S] to search the block.

Type [F] to freeze or unfreeze the block.

Type **[H]** to hyphenate the block.

Type **[P]** to print the block.

Type **[L]** to change the block's linespacing.

To recall a moved or copied block, hold down **@** and press **[R]**.

Once you have defined a quantity of text as a block, you can use any one of the nine block-action commands on it. Here is the basic procedure for using a block-action command:

1. Display the list of commands in the status line.
2. Select the command you want.
3. Answer the prompts, if any.

How to Display the Block-Action Commands

Before you can execute a block-action command, you must first display the list of commands in the status line.

- If you have used **@S** and **@E** to define the block, hold down **@** and type **[B]**.
- If you have used **@X** to define the block and the text quantity prompts are still displayed in the status line, type **[B]**.
- If you have used **@X** to define the block and you have pressed **[BREAK]** to finish defining, hold down **@** and type **[B]**.

This prompt then appears in the status line:

Delete Copy Move Adjust Search Freeze Hyph Print Linespace?

How to Execute a Block-Action Command

You can execute only one block-action command at a time. Unless you move or delete the block, it remains defined after you complete the command. You can repeat the command or perform another command on the same block.

If you freeze a block, you must unfreeze it before you can use any other block-action command on the frozen block.

Once you have defined a block and displayed the list of commands in the status line, select the command by typing its first letter:

[D] Delete	[A] Adjust	[H] Hyphenate
[C] Copy	[S] Search	[P] Print
[M] Move	[F] Freeze or unfreeze	[L] Linespace

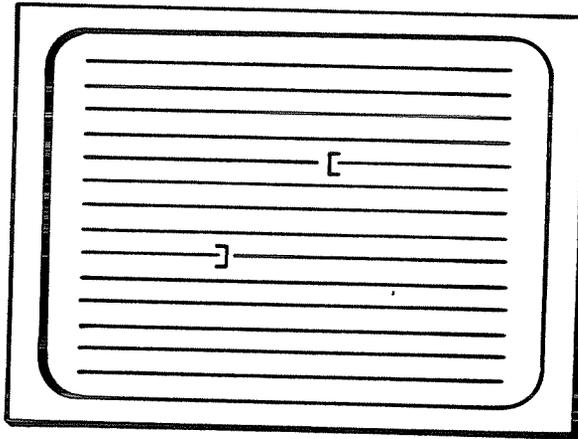
To delete a block

Type **D**.

This prompt appears in the status line:

You have asked to remove this block. Are you sure (Y or N)?

- Type **Y** to delete the block.
- Type **N** to cancel the command. The status line returns to normal and the cursor returns to the text.



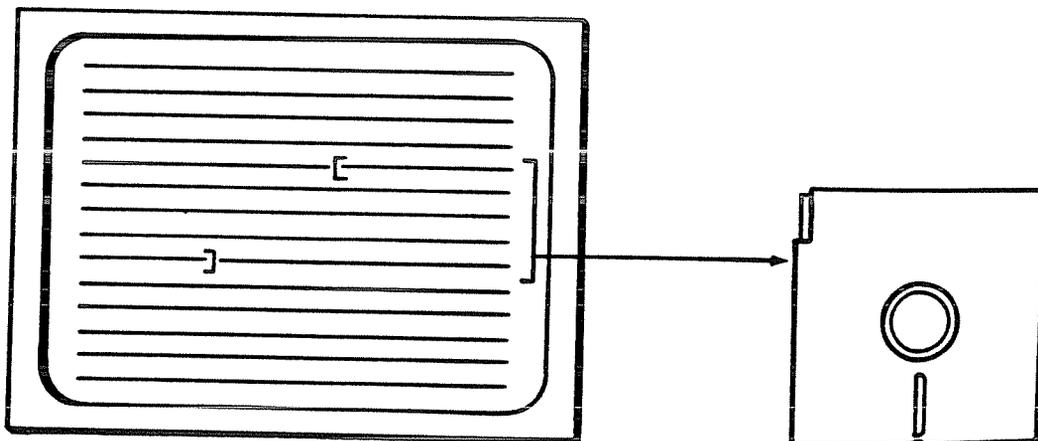
You can instruct the program not to request verification of the delete block command. (See *Verify Deletions*, 101.)

To copy a block

Type **C**.

Use the copy command when you want a block to appear in more than one place. The copy block command is especially useful for duplicating text (such as column heads and tables).

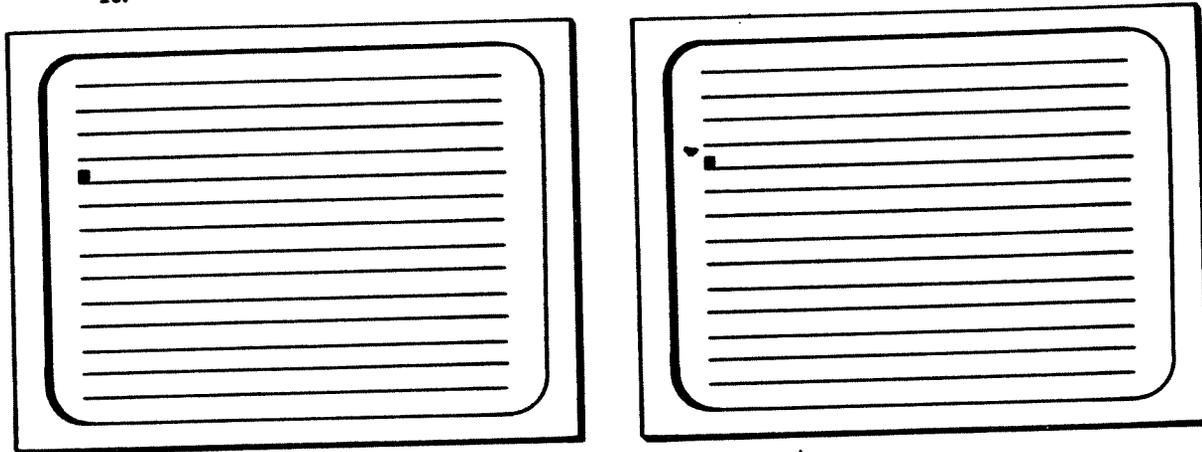
When you type **C**, the block remains on the screen. The program copies the block into temporary storage on the diskette. The program stores only one copied block at a time. When you copy a block, the program erases any block that you previously copied.



To recall a copied block

- Position the cursor where you want a copy of the block to appear.
- Hold down **@** and type **R** for *recall*. The program inserts the block at the cursor position.

You can recall a copied block anywhere in the document, or even in a different document. Once you have copied a block, you can recall it as often as you want it.



To move a block

Type **M**.

Use the move command to move a block from one place to another.

When you type **M**, the program deletes the block and saves it onto the diskette. The program stores only one moved block at a time. When you move a block, the program erases any block that you previously moved.

To recall a moved block

- Position the cursor where you want the moved block to appear.
- Hold down **@** and type **R** for *recall*. The program inserts the block at the cursor position.

You can recall a block anywhere in the document, or even in a different document. Once you have moved a block, you can recall it as often as you want it.

To adjust a block

Type **A**.

Use the adjust command to copy the format of a model paragraph. When you adjust a block, the program reformats the block to match the model paragraph (margins, tabs, and linespacing).

When you plan to use the adjust command, you must define the block you wish to reformat. (See *Defining the Block*, 51.)

1. Before displaying the block-action commands, position the cursor on the paragraph whose format you want to copy.

2. Hold down **@** and type **B** to display the block-action commands in the status line.

3. Type **A**.

The program changes the format of the block (margins, tabs, and linespacing) to match the format of the paragraph where the cursor was positioned.

Define the block and position the cursor on the paragraph whose format you want to copy.

Many of the professors disagreed. Martin was no exception.

If the Dean wants budget cuts, let him cut his own department.

However, the majority of professors sympathized with Dean Prescott, including Mabel Sommers.

If recent government cutbacks demand economy, then I believe that each of us should do our bit.

Choose the adjust block command.

Many of the professors disagreed. Martin was no exception.

If the Dean wants budget cuts, let him cut his own department.

However, the majority of professors sympathized with Dean Prescott, including Mabel Sommers.

If recent government cutbacks demand economy, then I believe that each of us should do our bit.

The program adjusts the block to match the model paragraph.

To search a block

Type **S**.

Use the search command to locate every occurrence of a word, phrase, or code and to find, delete, or replace it with another word, phrase, or code.

When you type **S**, the text temporarily disappears from the screen and the Search and Replace Options appear on the screen:

***** SCRIPSIT - SEARCH & REPLACE OPTIONS *****

Type of search:	F	(Find/Delete/Replace)
String to find:	-----	
Search by word or character:	W	Word/Character)
Ignore upper/lower case:	Y	(Yes/No)
Replace with:	-----	
Pause after each find:	Y	(Yes/No)

Select the options you want and press **ENTER** to begin the search or **BREAK** to cancel the search. (See *GLOBAL SEARCH AND REPLACE*, 59, for information about how to select and use the Search and Replace Options.)

To freeze or unfreeze a block

Type **F**.

Freeze a block so that it cannot change. When a block is frozen, you cannot delete from it, insert text into it, or change its format or linespacing.

When you type **F**, this prompt appears in the status line:

Freeze or Unfreeze block (F or U)?

- Type **F** to freeze the block.
- Type **U** to unfreeze the block.

If you need to change a frozen block, use the freeze block-action command and answer the prompt by typing **U** for unfreeze.

To hyphenate a block

Type **H**.

Use the hyphenate command to ensure that the maximum number of characters prints on each line. Use hyphenation especially when you plan to print a document justified, because hyphenation minimizes the amount of space inserted to even out a line and thus improves the appearance of justified text.

When you type **H**, the program scans the document for lines that have space available. When it finds space at the end of a line, it positions the cursor on the first word in the next line. The cursor position shows you that there is room on the line above for all the characters to the left of the cursor position. For example:

conclude

This prompt appears at the bottom of the screen:

Left, right, down arrows, ENTER move cursor; hyphen hyphenates

Make each hyphenation decision as the program presents it to you, or cancel the hyphenation process by pressing **BREAK**. In the above example, use the left arrow to move the cursor:

conclude

Then press **-** to hyphenate the word at the cursor position.

How to Make Hyphenation Decisions

The program presents one word at a time for a hyphenation decision. If you decide *not* to hyphenate the word, press **ENTER** or **V** to move to the next hyphenation decision. If you decide to hyphenate, use **→** and **←** to position the cursor at the correct hyphenation point. For example:

conclude

Type **[H]** to hyphenate the word at the cursor position. The program hyphenates the word and moves on to the next hyphenation decision.

The program continues to present you with hyphenation decisions until it finishes scanning the block. When the hyphenation process is complete, the status line returns to normal.

To print the block

Type **[P]**.

Use the print command to print the block. The print block command is helpful when you want to print a portion of the document instead of the entire document with **@P**.

When you type **[P]**, the Print Text Options appear on the screen:

* * * * * SCRIPSIT - PRINT TEXT OPTIONS * * * * *

Document name:	-----
Paper size:	66 (1-99)
Pause between pages:	Y (Yes/No)
Begin numbering as page:	1-- (1-9999)
Method of justification:	P (Proportional/Mono/None)
Number of copies:	1- (1-99)
Display codes:	N (Yes/No)
Suppress widow lines:	N (Yes/No)
Column to start printing:	1- (1-132)

Select the options you want and press **[ENTER]**, or press **[BREAK]** to cancel the print job. (See *How to Print*, 65, for information about how to select and use the options on the Print Text Options.)

To change the linespacing of the block

Type **[L]**.

Use the linespace command to change the linespacing of a block. For example, if you type a double-spaced document but want to single-space some sections, such as quotations, use the linespace command to change the linespacing for the quotes.

This is the only way to change the linespacing of a document. To change the linespacing of an entire document, just define the entire document as a block and then use the linespace block-action command.

When you press **[L]**, this prompt appears in the status line:

New linespacing value for this block (use " + " for 1/2)?

Answer the prompt by typing the new linespacing for the block.

- [1]** Single-space Text prints on every line (default).
- [2]** Double-space Text prints on every other line.
- [3]** Triple-space Text prints on every third line.

1 +	Space and a half	Text prints with a half line of space between each line.
2 +	Double-space and a half	Text prints with 1½ lines of space between each line.
3 +	Triple-space and a half	Text prints with 2½ lines of space between each line.

Lock in your response.

If the response contains less than 2 characters, press **ENTER**. If the response you type is 2 characters long (the length of the field), the instruction is entered when you type the second character.

When you use the linespace block-action command to change the linespacing of an entire document, the program prints and paginates the document with the new linespacing, but the line number indicator in the status line does not reflect the new linespacing.

Use the linespacing field in the Open Document Options to change the line number indicator in the status line to reflect the new linespacing.

GLOBAL SEARCH AND REPLACE

■ Command Summary

Hold down **@** and type **G**.

Answer the options.

Press **ENTER**.

Answer the prompts, if any.

When you want to find, replace, or delete several occurrences of a word, phrase, or code, use the global search command to search an entire document or the block-action search command to search a block.

How to Begin a Search and Replace

If you want to search a block, first define the block and display the block-action commands. Then type **S**. (See *BLOCK-ACTION COMMANDS*, 50.)

If you want to search an entire document, hold down **@** and type **G**. The Search and Replace Options appear.

Type of search:	F	(Find/Delete/Replace)
String to find:	-----	
Search by word or character:	W	(Word/Character)
Ignore upper/lower case:	Y	(Yes/No)
Replace with:	-----	
Pause after each find:	Y	(Yes/No)

How to Answer the Options

1. Type of search

- To *find* every occurrence of a word or phrase, keep the default response **F** for *find*.
- To *delete* every occurrence of a word or phrase, type **D** for *delete*.
- To *replace* every occurrence of a word or phrase, type **R** for *replace*.

2. String to find

Type the word, phrase, or code that you want to find exactly as it appears. You can type up to 32 characters. In addition to words and phrases, you can search for these embedded codes:

Code	How to Type It in the Field
A	@N
e	CLEAR
¶	@G
[@S
]	@E

3. Search by word or character

- To prevent the program from finding the search string *within* other words or phrases, type **W** to specify a word-by-word search. For example, if you search for the word *so* with the Word Option, the program will not find *Social, Some, Soul, insolent, console, etc.*
- To instruct the program to find the search string *within* other words or phrases, type **C** to specify a character-by-character search. If you search for *so* with the Character Option, the program will find *Social, Some, Soul, insolent, console, etc.*

4. Ignore upper/lower case

- To request the program to find every occurrence of the search string, whether or not it contains upper or lower case characters, type **Y** for yes. If you search for *So* with the Yes Option, the program will find *so*.
- To request the program to find only those occurrences of the search string that are capitalized exactly like the search string, type **N** for no. If you search for *So* with the No Option, the program will not find *so*.

5. Replace with

If you specified replace by typing **R** in response to the first option, type the string you want the program to put in place of the search string. You can type any combination of up to 32 characters or codes as the replace string.

6. Pause after each find

- If you type **Y** for yes, the program pauses after it finds each occurrence of the search string.
- If you type **N** for no, the program finds, replaces, or deletes all occurrences of the search string without pausing.

How to Edit the Fields on the Search and Replace Options

If you make a mistake or change your mind when answering an option, you will want to edit your response. Once you fill in the field for String to find or Replace with, the response remains in the field until you turn off the system. Therefore you may want to edit the fields:

- Use **SHIFT** **→** to move the cursor to the end of text in the field and add to the text you have already typed.
- Use **SHIFT** **←** to move the cursor to the beginning of the field.
- Use **→** and **←** to position the cursor on any characters that already appear in the field.
- Use overstrike to replace one character with another. Simply type the new character on top of the old one.
- Use **@** **D** to delete the character the cursor is on.
- Use **@** **I** to insert text in a field. All text to the right of the cursor moves to the right of the field. Type the text you want to insert. Hold down **@** and type **D** to close up the insert.
- Use **SHIFT** **CLEAR** to clear all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

When you have answered or edited the options, press **ENTER** to begin the search.

How to Find Every Occurrence Without Pause

If you specify *find without pause*, the program searches the entire document and displays the number of occurrences it found. For example: Found 16.

Press **BREAK** to cancel the message.

How to Find Every Occurrence With Pause

If you specify *find with pause*, the program stops after the first occurrence and displays this prompt:

Finding no. 1 Find next (Yes/Cancel/All)?

To answer the prompt

- Type **Y** for *yes* to find the next occurrence of the string.
- Type **C** to *cancel* the search.
- Type **A** to find *all* occurrences of the string without further pause.

When the program completes the search, it displays the total number of occurrences it found.

Press **BREAK** to cancel the message.

How to Replace Every Occurrence Without Pause

If you specify *replace without pause*, the program searches the entire document and displays the number of occurrences it replaced. For example: Replaced 16.

Press **BREAK** to cancel the message.

How to Replace Every Occurrence With Pause

If you specify *replace with pause*, the program stops after the first occurrence and displays this prompt:

Finding no. 1 Replace (Yes/No/Cancel/All)?

To answer the prompt

- Type **Y** for *yes* to replace this occurrence and to find the next occurrence of the string.
- Type **N** for *no* to bypass this occurrence and to find the next occurrence of the string.
- Type **C** to *cancel* the search and replace.
- Type **A** to search and replace *all* occurrences of the string without further pause.

When the program completes the search, it displays the total number of occurrences it replaced.

Press **BREAK** to cancel the message.

How to Delete Every Occurrence Without Pause

If you specify *delete without pause*, the program searches the entire document and displays the number of occurrences it deleted. For example: Deleted 16.

Press **BREAK** to cancel the message.

How to Delete Every Occurrence With Pause

If you specify *delete with pause*, the program stops after the first occurrence and displays this prompt:

Finding no. 1 Delete (Yes/No/Cancel/All)?

To answer the prompt

- Type **Y** for *yes* to delete this occurrence and to find the next occurrence of the string.
- Type **N** for *no* to bypass this occurrence and to find the next occurrence of the string.
- Type **C** to *cancel* the search and delete.
- Type **A** to search and delete *all* occurrences of the string without further pause.

When the search is complete, the program displays the total number of occurrences it deleted.

Press **BREAK** to cancel the message.

PRINTING OVERVIEW

SuperSCRIPSIT offers an enormous variety of print capabilities. For example, you can use *proportional spacing* and *justification* to create high quality printouts. You can type *print codes* in your text to print bold, to print underscores and double underscores, to print superscripts and subscripts, and so on. You can print *headers* and *footers* that include automatic page numbering. You can also print *form letters* (standard text that prints over and over with variable information each time).

PRINTING A DOCUMENT

■ Command Summary: @P

Answer the Print Text Options.

Press **ENTER**.

After you have typed and revised a document, you are ready to print it. You can make some decisions about printing before you print.

Getting Ready to Print

You set most of the print specifications when you answer the Open Document Options. (See *The Open Document Options described, 13.*) These specifications are:

- Printer type
- Lines per page
- Pitch
- Linespacing
- 1st page to include header
- 1st page to include footer

Before printing, you can change any of these print specifications (except linespacing) by quitting the document, opening it, displaying the Open Document Options, and editing the fields on the Options menu. If you change printer types, you must change the printer codes stored in the document.

If you want to change the linespacing before printing, you must use the line-space block-action command. (See *BLOCK-ACTION COMMANDS, 50.*)

How to Print

To print a document, you enter the print command and then respond to the Print Text Options. Make sure that the printer is correctly connected, that it is turned on, and that it is on line.

1. Type the print command: from an open document, hold down @ and type P.

The Print Text Options appear on the screen. These options also appear on the screen when you print with the print block-action command. (See *To print the block*, 58.)

***** SCRIPSIT - PRINT TEXT OPTIONS *****

Document name:	-----	
Paper size:	66	(1-99)
Pause between pages:	Y	(Yes/No)
Begin numbering as page:	1--	(1-9999)
Method of justification:	P	(Proportional//Mono/None)
Number of copies:	1-	(1-99)
Display codes:	N	(Yes/No)
Suppress widow lines:	N	(Yes/No)
Column to start printing:	1--	(1-132)

2. Type your responses to the Print Text Options.

To answer the Print Text Options

To answer the options, move the cursor to the field for the option and type your choice.

Use and to move the cursor from option to option. (If you type the maximum number of characters allowed in a field, the cursor will move down to the next field.)

Use and to move the cursor within a field. (You cannot move the cursor beyond the last typed character in a field.)

The Print Text Options described

Document name. The program displays the name of your document. You cannot change the name of the document on this menu. (See *The Open Document Options described*, 13.)

Paper size. Use this field to specify the length (in lines) of the paper you will print on. There are 6 lines to the inch. (11-inch paper is 66 lines long. 14-inch paper is 84 lines long.)

If you print with a form feeder, the program uses the response for this option to correctly feed the paper between pages.

lines for 8½ x 11 inch paper is the default option.

Pause between pages. Use this field to specify whether or not you want the program to pause after it prints each page. If you type for yes, the program stops printing after each page and this message flashes on the screen:

Do you wish to continue printing (Y or N)?

Insert a sheet of paper in the printer and type to continue printing. Type to cancel the print job. If you type , the program advances the next page and continues printing automatically. Use this response to print with a sheet feeder or on continuous form paper.

Y is the default option.

Begin numbering as page. If you have prepared headers or footers for the document, and if you have typed the page numbering code on either the header or footer, use this field to specify the number you want to print on the first numbered page. (See *HEADERS AND FOOTERS*, 74.) For example if you type **7** in response in the field for this option, the program numbers the first page as 7, the next page as 8, and so on.

This option is helpful when you are printing a long document in sections and each section is typed as a separate document. You can use this option to begin numbering each section after the last page of the previous section.

Method of justification. Text printed with an even right margin is called *justified*. Use this field to choose whether or not you want to print justified and, if you do, to specify the method of justification you want to use.

- If you choose **P** (the default option) for *proportional justification*, the program inserts partial spaces (called *units*) between the words to fill out the line and even up the right margin. You select this option if you want to justify text typed with proportional spacing.
- If you type **M** to choose the *mono* method of justification, the program inserts whole spaces between words to fill out the line and to even up the right margin. (You should choose this option if you want to justify a document that you will print with a printer that does not support proportional spacing.)
- If you type **N** for *none*, the program does not justify the text.

Number of copies. Use this field to specify how many copies of the document you want to print. The program prints your document as many times as you specify.

1 is the default option.

Display codes. Use this field to specify whether or not you want the codes embedded in the text to print. If you type **N** for *no*, the codes on the screen do not print. If you type **Y** for *yes*, the program prints the codes that appear when you turn on view mode. (See *View Mode*, 35.)

¶ prints as \$	= prints as ~ =
\ prints as \	> prints as ~ >
- prints as ~ -	. prints as ~ .
* prints as ~ *	\ prints as ~ /
? prints as ~ ?	
\ prints as \	
+ prints as ~ +	

The print codes do not function if you print them. The **^** (force new page) code cannot be printed. It does function, however, with this option.

N is the default option.

Suppress widow lines. Use this field to specify whether or not you want the program to suppress *widows*. Most typists try to avoid stranding the first

line of a new paragraph at the bottom of a page, or the last line of a paragraph at the top of a page. Such stranded lines are *widows*.

- If you type **[Y]** for *yes*, the program avoids widows, if possible, either by printing an extra line at the bottom of a page or by printing one less line at the bottom of a page.
- If you print with **[Y]**, the length of the printed page may differ by one line from the length of the screen page as shown by the page indicator in the status line.
- If you type **[N]** for *no*, the program ignores widows.

[N] is the default option.

Column to start printing. Use this field to specify the starting point for the print wheel or print head. The program counts from the *column position* to the left margin. For example, assume that you are typing in 10 pitch. If the column position is set at 1 and the left margin is set at 1 (1 inch), the program counts to the left margin from position 1 on the pitch scale. Your left margin begins at position 10. But if the column position is set at 20 and the left margin is set at 1, the program counts to the left margin from position 20 on the pitch scale, and your left margin begins at position 30.

[1] is the default option.

3. If necessary, edit the fields to correct mistakes or to change the response to an option.

To edit the fields

[SHIFT] **[→]** moves the cursor to the end of text in the field and enables you to add to the text you have already typed.

[SHIFT] **[←]** moves the cursor to the beginning of the field.

[→] and **[←]** position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

[@] **[D]** deletes the character the cursor is on.

[@] **[I]** inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Hold down **[@]** and type **[D]** to close up the insert.)

[SHIFT] **[CLEAR]** clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

4. Press **[BREAK]** or **[ENTER]**.

- Pressing **[BREAK]** cancels any entries you have typed or edited and returns you to the text.
- Pressing **[ENTER]** locks in the text you have typed or edited in the field and begins the printing.

How to Monitor the Printout

If you are printing a document of more than one page and you have requested the program to pause between pages, the program ejects the paper and after it prints each page displays this message beneath the Print Text Options:

Do you wish to continue printing (Y or N)?

To continue printing, insert another sheet of paper and type **[Y]**. To cancel the print job and redisplay the text on the screen, type **[N]**.

How to Interrupt the Print Job

During printing you can interrupt the print job.

1. Press **[BREAK]**.

The program halts the printer and displays this message:

Do you wish to continue printing (Y or N)?

2. To resume printing, type **[Y]**.
3. To cancel the print job and redisplay the text on the screen, type **[N]**.

USING THE SYSTEM PRINT CODES

■ Command Summary

Press **[CLEAR]** and type **[_]** to underscore.

Press **[CLEAR]** and type **[=]** to double-underscore.

Press **[CLEAR]** and type **[+]** to print bold.

Press **[CLEAR]** and type **[/]** to strike-through.

Press **[CLEAR]** and type **[.]** to subscript.

Press **[CLEAR]** and type **[*]** to superscript.

Press **[CLEAR]** and type **[>]** to top the form.

Press **[CLEAR]** and type **[?]** to pause printout.

When you want to print text underscored, double-underscored, bold, and so on, you type a print code in the text. When it prints, the program encounters the print code and performs the corresponding print function.

To type a print code, press **[CLEAR]** and then type the character that signifies the print function you want. When you press **[CLEAR]**, the program turns on view mode automatically.

With view mode turned on, each print code takes up two spaces on the screen; with view mode turned off, one space, since the © does not appear. *Print codes take up no space on the printout.*

The Toggle Print Codes

Some of the print codes are toggle codes. A toggle is simply an on/off switch. A toggle code turns *on* the print function the first time the printer encounters it and turns *off* the function the second time the printer encounters it.

The toggle print codes are:

- Underscore
- Double-underscore
- Bold
- Strike-through

Type a toggle code *before* the text to turn *on* the print function; then type the code *after* the text to turn *off* the print function.

The other print codes (superscript, subscript, pause printout, and top of form) are not toggle codes. In addition to the eight system print codes, you can design your own print codes.

How to Underscore

Before and after the text you want to underscore, press **CLEAR** and type **[-]**.

On the screen

If view mode is turned off, the program turns it on and © - appears on the screen. When view mode is off, - appears on the screen.

On the printout

The text enclosed by the underscore codes prints underscored:

When in the course of human events . . .

How to Double-Underscore

Before and after the text you want to double-underscore, press **CLEAR** and type **[=]**.

On the screen

If view mode is turned off, the program turns it on and © = appears on the screen. When view mode is off, = appears on the screen.

On the printout

The text enclosed by the double-underscore codes prints double-underscored:

When in the course of human events . . .

This print feature is available only on the Daisy Wheel II.

How to Print Bold

Before and after the text you want to print bold, press **CLEAR** and type **+**.

On the screen

If view mode is turned off, the program turns it on and **Ⓢ+** appears on the screen. When view mode is off, **+** appears on the screen.

On the printout

The text enclosed by the print bold codes prints bold:

When in the course of human events . . .

How to Strike-through

Before and after the text you want to strike-through, press **CLEAR** and type **/**.

On the screen

If view mode is turned off, the program turns it on and **Ⓢ/** appears on the screen. When view mode is off, **/** appears on the screen.

On the printout

The text enclosed by the strike-through codes prints with a dash through each character:

~~When~~

Non-Toggle Print Codes

A non-toggle print code instructs the printer to perform a specific action. The non-toggle codes are superscript, subscript, top of form, and pause print.

How to Superscript

Superscript characters print above the line. They are used primarily for footnotes:1.

1. Type the superscript code: press **CLEAR** and type **Ⓢ**.

When the printer encounters the superscript code, it prints a half line higher (reverse line feed).

2. Type the text that you want superscripted.

3. After the text, type the subscript code: press **CLEAR and type **␣**.**

When the printer encounters the subscript code, it prints a half line lower (line feed) and returns to the normal typing line.

On the screen

If view mode is turned off, the program turns it on. **␣*** appears *before* the text to be superscripted, and **␣** appears *after* the text. For example:

␣*Super**␣**.script

When view mode is off, *Super.script appears on the screen.

On the printout

The text preceded by **␣*** and followed by **␣** prints as superscript:

Super_{script}

How to Subscript

Subscript characters print below the line. They are often used for mathematical expressions and chemical formulas, such as:

H₂O

1. Type the subscript code: press **CLEAR and type **␣**.**

When the printer encounters the subscript code, it prints a half line lower (line feed).

2. Type the text you want to subscript.

3. After the text, type the superscript code: press **CLEAR and type **␣***.**

When the printer encounters the superscript code, it prints a half line higher (reverse line feed) and returns to the normal printing line.

On the screen

If view mode is turned off, the program turns it on. Then **␣** appears *before* the text to be subscripted, and **␣*** appears *after* the text. For example:

␣.Sub**␣***script

When view mode is off, .Sub*script appears on the screen.

On the printout

The text preceded by **␣** and followed by **␣*** prints subscripted:

Sub_{script}

How to Top the Form

When the program encounters a top of form code while printing, it rolls the paper back down and positions the paper at the first printed line on the page. This instruction is useful for printing pages with a column format and for double-pass printing.

1. Position the cursor on the line where you want the printer to roll up.

The code *must* appear at the beginning of a line of text or on a line by itself.

2. Press **CLEAR** and type **⏏**.

3. Press **ENTER**.

On the screen

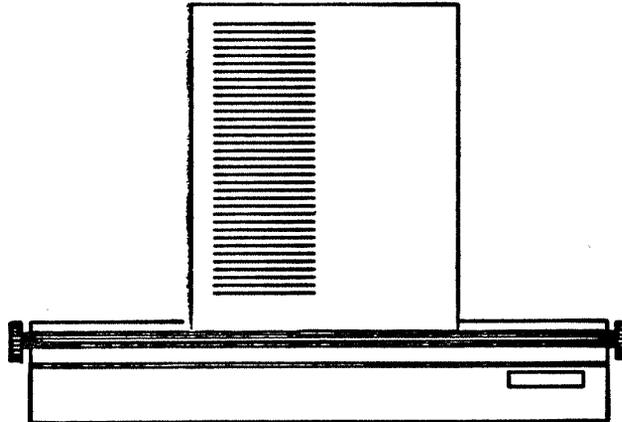
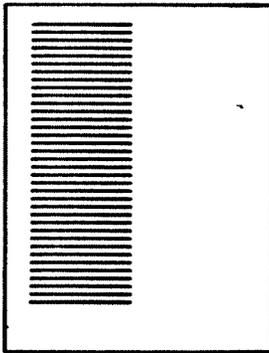
If view mode is turned off, the program turns it on and **⏏** appears on the screen. When view mode is off, **>** appears on the screen.

On the printout

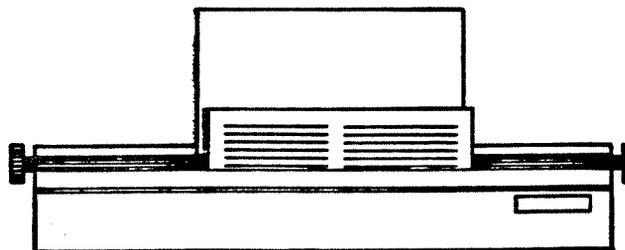
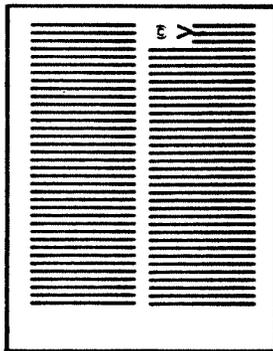
When the program encounters the code, it rolls the paper down to the first printed line on the page following the header (if any) and continues printing.

Using the Top of Form Code to Print Columns

Type the first column with its own margins and type the code at the bottom.



Type the code and the second column with a set of margins to the right of the first set.



How to Type a Pause Print Code

Use a pause print code to stop the printer temporarily during printout. This code is useful for changing print wheels during printout.

1. On the screen, position the cursor wherever you want the printout to pause.
2. Press **CLEAR** and type **?**.

On the screen

If view mode is turned off, the program turns it on and **o?** appears on the screen. When view mode is off, **?** appears on the screen.

On the printout

When the printer encounters the code, it stops printing and displays this prompt:

Do you wish to continue printing (Y or N)?

- Type **Y** to continue printing.
- Type **N** to cancel the print job.

HEADERS AND FOOTERS

■ Command Summary

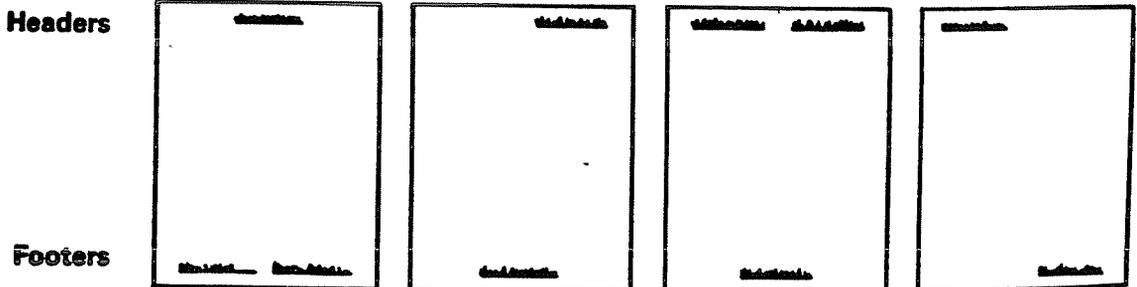
Hold down **ARROW** and type **H**, or hold down **ARROW** and type **F**.

Select even or odd.

Type the text.

Hold down **ARROW** and type **N**, or hold down **ARROW** and type **L**.

A *header* is a line (or lines) that prints at the top of a page. A *footer* is a line (or lines) that prints at the bottom of a page. You can use either a header or footer to request automatic page numbering for your printout.



When you want to print the same line at the top of every page of a document, you create a header. When you want to print the same line at the bottom of every page of a document, you create a footer. Each header or footer is stored with the document as a separate page on the diskette.

Once you have created the header or footer page, you can still delete or insert large amounts of text. The program paginates the text, taking into account the length of the headers and footers.

When the program prints the header and/or the footer, it positions the header or footer in the same place on each page of the document.

The program supports two headers and two footers per document. This provides you with flexibility in deciding how to use them. For example, you can print one header on all even-numbered pages and another on all odd-numbered pages. This is useful when you print documents on both sides of the paper. You can easily distinguish the front and back of each page. The *maximum* length of a header or footer is 768 characters.

You use two basic steps to print with headers and footers:

1. You prepare the header or footer page.
2. When you print the document, you specify the first page to print with the header or footer and you specify the number with which it will print.

How to Prepare a Header or Footer Page

1. From an open document, request a header or footer page. Hold down **ARROW** and type **H** to request a header page or type **F** to request a footer page.

This prompt appears in the status line:

Print on Even or Odd numbered pages (E or O)?

2. Specify the pages on which you want the header or footer to print and answer the prompt. Type **E** to request a header or footer page to print on even-numbered pages. Type **O** to request a header or footer page to print on odd-numbered pages.

The requested header or footer page appears on the screen.

If you prepare only one header page (even or odd) for a document, the header prints on *all* pages of the document. If you want alternating headers or footers (ones that print on every other page) you must prepare both an even and an odd header or footer page.

3. On the header or footer page, type the text you want to print on each document page, and if you want it, request automatic page numbering.

To separate the header text from the document page

After the text of the header, press **ENTER** once for each line of space you want between the header text and the text of each document page.

To separate the footer text from the document page

Before the text of the footer, press **[ENTER]** once for each line of space you want between the text of each document page and the footer text.

Header and footer margins and linespacing

When the header or footer page appears, the margins and linespacing are the same as that of the paragraph the cursor was on when you requested the page.

- If you want the header or footer to print with different margins, edit the tab line.
- If you want the header or footer to print with different linespacing, type the text and then use the linespace block-action command.

To request automatic page numbering

At the place in the header or footer where you want a page number to appear, press **[CLEAR]** and then type a lower case **[P]**. `ep` appears on the screen.

You use the Print Text Options to specify the number that you want the program to begin numbering with. (See *How to Print With Headers and Footers*, below.)

As the program prints the document, it numbers pages and prints the current page number in the header or footer whenever it encounters the page code.

4. Record the header or footer and return to the document.

Hold down **[ARROW]** and type **[N]** for page number. This prompt appears in the status line:

Document page number on which to place cursor (1-999)? - - -

The number of the page you were on when you requested the header or footer page is displayed in the field. Press **[ENTER]** to return to the page you were on, or type a page number and press **[ENTER]** to return to a specific page.

You also can hold down **[ARROW]** and type **[L]** to record the header or footer and return to the document. (See *CURSOR MOVEMENT COMMANDS*, 39.)

The prompt PLEASE WAIT A MOMENT appears as the program writes the header or footer to the diskette and repaginates the document to make room for the header or footer.

When the program has recorded the header or footer, the header or footer page leaves the screen and the program redisplay the text of the document.

How to Print With Headers and Footers

When you have prepared headers or footers for a document, the program provides you with two options for printing them.

Specify the first page to include header or footer

Sometimes you do not want to begin printing the headers or footers on the first page of the document. For example, if page 1 of the document is a title page, you would probably want to begin printing the headers or footers on page 2. You use the Open Document Options to specify the first page on which you want the header or footer to print.

* * * * * SCRIPSIT - OPEN DOCUMENT OPTIONS * * * * *

Document name:	-----
Author:	-----
Operator:	-----
Comments:	-----
Printer type:	DW2-----
Lines per page:	52 (4-99)
Pitch:	P- (1-20 or P)
Linespacing (to 3+, " + " = 1/2):	1-
1st page to include header:	1-- (1-999)
1st page to include footer:	1-- (1-999)

To begin headers on a page other than the first

In the field 1st page to include header, type the number of the first page on which you want the header to print. When you print the document, the program begins printing the header when it comes to that page.

To begin footers on a page other than the first

In the field 1st page to include footer, type the number of the first page on which you want the footer to print. When you print the document, the program begins printing the footer when it comes to that page.

To begin numbering pages with a specific number

If you decide to use automatic page numbering on one or more of your header or footer pages, you may want to begin the automatic page numbering with a number other than 1. For example, if you are printing section 2 of a report, you may want to begin numbering the pages from where you left off in section 1.

You use the Print Text Options to specify the first number to print. The program numbers each page consecutively. For example, if you tell the program to number the first page 32, it numbers the next page 33, the one after that 34, and so on.

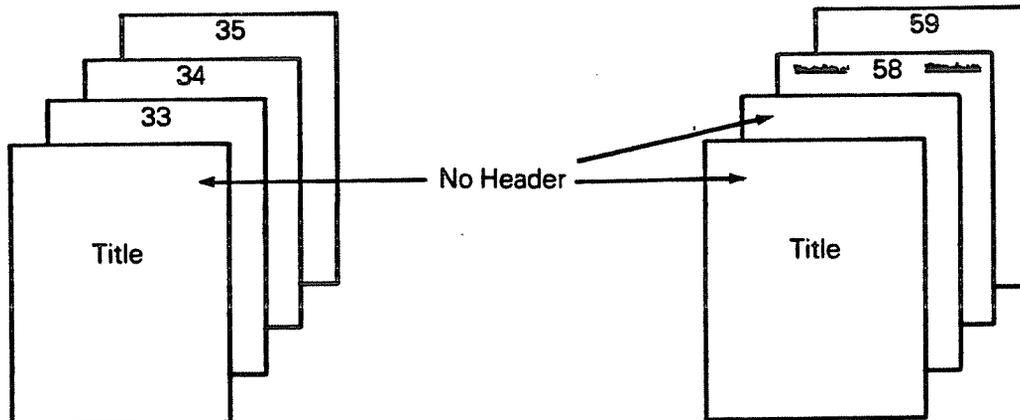
In the field Begin numbering as page, type the number you want the program to use as the page number of the first page of the document.

Whether or not you have coded the first page of the document to print with a page number, the program begins numbering the first page with the number you specify. It then counts each page from that number. It prints the current page number whenever it encounters the page numbering code.

Document name:	-----
Paper size:	66 (1-99)
Pause between pages:	Y (Yes/No)
Begin numbering as page:	1-- (1-9999)
Method of justification:	P (Proportional/Mono/None)
Number of copies:	1- (1-99)
Display codes:	N (Yes/No)
Suppress widow lines:	N (Yes/No)
Column to start printing:	1-- (1-132)

Begin numbering as page 32.

Begin numbering as page 56.



FORM LETTERS

■ Command Summary

Prepare the master document.

Prepare the variables document.

Open the master document.

Hold down **@** and type **F**.

Press **ENTER**.

Type the name of the variables document.

Press **ENTER**.

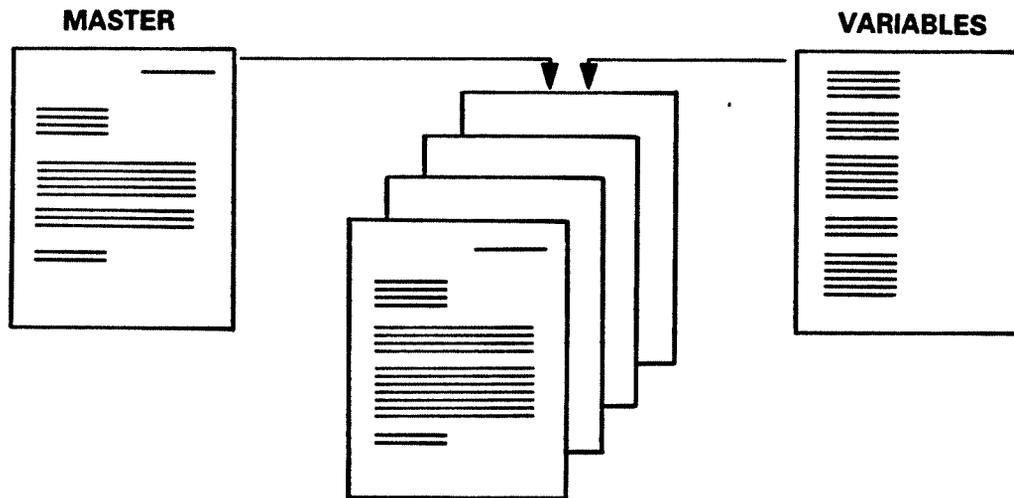
Preparing a Form Letter

A form letter is a letter that you print more than once, inserting different information (variables) each time. For example, a letter soliciting political

contributions may contain the same text, but the name and address will vary from letter to letter.

How to Prepare a Form Letter

1. Open and type a master document that contains the standard text of the letter, typing a code name where you want the program to insert each variable.
2. Open and type a variables document that contains the list of code names and the variables for each letter.
3. Merge the two documents with **@F** (for *form*) and print one letter for each group of variables.



Sample Form Letter

In this sample letter, the tinted words are variables. They will be different for each letter.

1 April 1985

Mr. Jonathan Cosgrave
1215 Fernando Heights
Fresno, California 90912

Dear Mr. Cosgrave:

We have just received our new shipment of TRS-80's. We are holding the 48K Model III you reserved.

Sincerely,
Radio Shack

Preparing the Master Document

The master document contains the text of the form letter with a code name where each variable is to appear. You can prepare as many master documents as you want to merge with the same variables document. You can also use the same master document to merge with different variables documents.

How to Prepare a Master Document

Open a document and type the text. At each place where you want variable information, type the code name of the variable.

1. Name each variable with a code. For example:

```
/FIRSTNAME/  
/LASTNAME/  
/MRMRS/  
/ADDRESS/
```

Each variable must have a unique name, but you can type the code name in the master document as often as you want the variable that it names to appear. For example, if you want a person's name to appear four times, just type the unique code name /NAME/ in the master document at each place where you want the person's name to appear.

2. Make each variable name into a code name by enclosing it within the defining character of your choice.

The defining character must appear before and after the name of the variable. Once you have decided on a defining character for the code names, you must use it consistently throughout the master document and the variables document. Here are some examples of defining characters for code names:

```
/LASTNAME/  
@LASTNAME@  
&LASTNAME&  
< LASTNAME <
```

If you were to merge the master document illustrated here with a variables document, the program would insert the variables wherever the corresponding code name appears.

Sample Master Document

1 April 1985

/MRMRS/ /FIRST/ /LAST/
/STREET/
/CITY/ /STATE/ /ZIP/

Dear /MRMRS/ /LAST/:

We have just received our new shipment of TRS-80's. We are holding the /K/ /MODEL/ you reserved.

Sincerely,
Radio Shack

Preparing the Variables Document

The variables document contains the variable information that you want to insert into each form letter. You type the variables for each letter in groups. There is no limit to the number of variable groups you can type.

How to Prepare a Variables Document

1. Open and name a document for the variables.
2. Using the same defining character you used in the master document, type the complete list of code names.

The defining character *must* appear as the first character in the variables document.

3. To end the list of code names, press **ENTER** twice, once after the last code name and once to separate the code names from the lists of variables.

You *must* separate the list of code names from the variable groups by typing a paragraph symbol on a line by itself.

4. Following exactly the same order you used to type the list of code names, type each variable.

As with the code names, type the defining character before and after each variable. You do not have to type each variable on a line by itself. You can type the variables side by side as long as there is a space between each one.

/FIRST/ /LAST/ /ADDRESS/ /CITY/ /STATE/ /ZIP/

5. After each group of variables, press **ENTER** twice, once after the last variable and once to separate the list of variables from the other lists of variables.

You *must* separate each list of variables by typing a paragraph symbol on a line by itself.

6. After the very last group of variables, press **ENTER** three times.

You *must* signify the end of *all* the variables in the variables document by typing three paragraph symbols — one after the last variable and then two more.

The following variables document is for the sample master document illustrated on page 81. It begins with a list of code names and then lists the group of variables for each form letter. The variables in each group are typed in the order of the code names that name them. (Note that in the last variables group the variables are typed side by side. Use the method that you find most convenient.)

```
/MRMRS/¶
/FIRST/¶
/LAST/¶
/STREET/¶
/CITY/¶
/STATE/¶
/ZIP/¶
/K/¶
/MODEL/¶
¶
/Mr./¶
/Jonathan/¶
/Cosgrave/¶
/1215 Fernando Heights/¶
/Fresno/¶
/California/¶
/90912/¶
/48K/¶
/Model III/¶
¶
/Ms./¶
/Lucy/¶
/Diamond/¶
/202 Barclay/¶
/Chapel Hill/¶
/North Carolina/¶
/27514/¶
/48K/¶
/Model III/¶
¶
/Mrs./ /Pamela/ /Snodgrass/ /15 East 61st Street/ /New York/¶
/New York/ /10011/ /48K/ /Model III/¶
¶
¶
```

Merging the Master Document With the Variables Document

Once you have prepared both the master and variables documents, you are ready to merge them. The program prints one form letter for each group of variables you typed in the variables document.

How to Merge the Master and Variables Documents

To merge and print the variables document with the master document, use the form letter command.

1. Display the master document on the screen.

2. Hold down **@** and type **F**.

The Print Text Options appear. (See *How to Print*, 65.)

3. Select the options you want and press **ENTER**.

This prompt appears:

Name of file to be merged?-----

4. Type the name of the file (document) that contains the variables you want to merge, and press **ENTER**.

The program prints the master document and inserts the first group of variables.

5. Continue to print the form letter until you have merged and printed each variable group.

- If you are printing with the Pause Print Option, type **Y** after you have printed each letter in order to continue printing.
- If you are printing without the Pause Option (with a sheet feeder or forms tractor), then the form letters print automatically until all the variable groups have printed. (To interrupt the print/merge operation, press **BREAK**.)

Some Common Mistakes in Preparing Form Letters

The preparation of form letters requires precise typing. Here are some common mistakes to avoid:

- A missing defining character.
- A code name in the master document that does not appear in the variables document (or vice versa).
- An incorrect sequence of variables in the variables document (as when the sequence does not correspond with the sequence of code names).

- A typo in a code name.
- A variable group that contains too few or too many variables.

Merging With Non-SuperSCRIPSIT Files

You can merge using variables files generated by programs other than SuperSCRIPSIT. To use a non-SuperSCRIPSIT variables file for merging, make sure that the file is written in ASCII format and that you use the same defining character in both the master and variables documents. For example, SCRIPSIT (26-1563) documents can be saved as merge files with the S, A option. Merge files can also be created by Profile III Plus (26-1592 Model III only). See the Profile III Plus manual for details.

MANAGING FILES OVERVIEW

Diskette storage provides enormous flexibility in storing and accessing documents. When you type a SuperSCRIPSIT document, the program uses TRSDOS to write your document to the diskette. Each document is stored on a diskette as a *file*. No file can extend beyond one diskette. The more files you accumulate, however, the more you will need to organize (manage) them in order to conserve space on the diskette. For example, you may want to copy files to another diskette or delete files that you no longer need.

You can use two kinds of commands to manage your files: SuperSCRIPSIT commands and TRSDOS commands. This section presents the commands that you will find most helpful in managing your files.

SuperSCRIPSIT FILE MANAGEMENT COMMANDS

SuperSCRIPSIT provides you with three commands for managing files. First, the program offers the *directory* function, which enables you to view the disk directory of any diskette in a disk drive. Second, there is a *convert* function for changing ASCII files into SCRIPSIT documents. Third, the program offers the *compress* function, which enables you to rewrite a document on a diskette so that it occupies the least possible amount of space on the diskette.

Disk Directory

■ Command Summary

From the Main Menu, type **[D]**.

Type the number of the drive that contains the diskette you want to see.

How to Display the Disk Directory

1. From the Main Menu, type **[D]**.

This prompt appears:

```
* * * * * SCRIPSIT - DISPLAY DISK DIRECTORY * * * * *
```

```
Which drive do you wish to display (0-3)?
```

2. Type the number of the drive that contains the diskette whose directory you want to see.

3. The program displays the directory for the diskette in the specified drive.

This flashing message appears:

Press BREAK to return to menu

4. Press **BREAK** to return to the Main Menu.

A Sample Disk Directory

DRIVE :0	PAGE	DEMO	HERZ50/BLD
SCRIPSIT/CMD	SYSTEM/CTL	ERRORS/CTL	SCR16/CTL
SCR17/CTL	SCR18/CTL	SCR19/CTL	SCR32/CTL
SCR33/CTL	SCR 35/CTL	SCR38/CTL	SCR50/CTL
SCR64/CTL	DW2/CTL	LP8/CTL	LP4/CTL
HELP/CTL	S/CTL	CATALOG	LECTURES
DINOSAUR			

Compress

■ Command Summary

1. From the Main Menu, type **C**.
2. Type the name of the file to be compressed and press **ENTER**.
3. Type a new file name and press **ENTER**.

You use the compress function to rewrite a file to a new file in the least possible amount of space. When you finish compressing the file, the old wasteful file and the new compressed file remain on the diskette. Therefore, before using compress, make sure that your diskette has enough space to hold both the old file and the new file.

How to Compress a File

1. From the Main Menu, type **C** to choose the compress function.

This prompt appears:

Existing document to be compressed: -----

2. Type the name of the file you want to compress and press **ENTER**.

This prompt appears:

New document to hold compressed text: -----

3. Type a new name for the file and press **ENTER**.

Normally, you should name the new file so that the program associates the new name with the original: for example, new CHAN for original CHANDLER.

If you want to compress the file on a diskette in a drive other than 0, type a colon after the name, followed by the number of the drive you want to use: for example, CHAN[:1].

The program rewrites the existing file onto a new file using the least possible amount of space on the diskette. After you have compressed the file, you will probably want to "kill" the original. (See *Kill*, 92.)

ASCII Text Conversion Utility

■ Command Summary

1. From the Main Menu, type **[A]**.
2. Type **[S]** to convert SCRIPSIT to ASCII, or type **[A]** to convert ASCII to SCRIPSIT.
3. Type the name of the SCRIPSIT file and press **[ENTER]**.
4. Type the name of the ASCII file and press **[ENTER]**.

You use the ASCII text conversion utility to convert SCRIPSIT documents into ASCII files (and vice versa). ASCII stands for the American Standard Code for Information Interchange. In ASCII, each character is identified by a certain decimal number. For example, a space in ASCII is 32. ASCII is a standard text storage format used in computer applications such as communications. Documents created by the original SCRIPSIT program (26-1563) are stored on a diskette in ASCII and may be converted to SuperSCRIPSIT documents with this utility. ASCII documents cannot be spell checked with the Proofread option. They can be spell checked by the CHECK program supplied with the Model I/III SCRIPSIT Dictionary package (26-1591).

Before You Convert ASCII to SCRIPSIT

When you convert from ASCII to SCRIPSIT, no advance preparation is necessary: the program creates the SCRIPSIT document for you. However, if you want the newly converted SCRIPSIT document to have a specific format (tabs, margins, etc.), you have to open a SCRIPSIT document prior to the conversion and then format it. Thus, when you perform the conversion, the program copies the ASCII file into the SCRIPSIT document you have prepared.

How to Convert ASCII and SCRIPSIT Files

1. From the Main Menu, type **[A]** to choose the ASCII text conversion utility.

This prompt appears:

FROM which format do you wish to convert (Scripsit/Ascii)?

2. Type **[S]** or **[A]** to specify the format from which you want to convert.
 - Type **[S]** to convert a file from SCRIPSIT to ASCII.

- Type **A** to convert a file *from* ASCII to SCRIPSIT.

No matter which format you are converting from, this prompt appears:

Name of Scripsit file: -----

3. In the field, type the name of the SCRIPSIT file that you want to convert either *from* or *to* and press **ENTER**.

This prompt appears:

Name of ASCII file: -----

4. In the field, type the name of the ASCII file that you want to convert either *from* or *to* and press **ENTER**.

The program performs the conversion.

When converting *from* ASCII to SCRIPSIT

A few seconds after the conversion begins, the program displays the Open Document Options for the SCRIPSIT document *to* which you are converting.

- If you want the new SCRIPSIT document to have different specifications, change the Default Options.
- Continue the conversion by pressing **ENTER**, or cancel by pressing **BREAK**.

Whether you are converting from ASCII to SCRIPSIT or the other way around, the program displays the SCRIPSIT document when the conversion is complete.

TRSDOS FILE MANAGEMENT COMMANDS

SuperSCRIPSIT uses the TRS Disk Operating System (TRSDOS) to write documents on diskettes as files. To manage your files, you use these TRSDOS commands:

- | | |
|--------|---|
| BACKUP | Copies the complete contents of one diskette to another. |
| COPY | Copies a file from one diskette to another or to the same diskette. |
| FORMAT | Prepares a diskette for use by the Model III. |
| KILL | Deletes a file from the diskette. |
| RENAME | Changes the name of a file. |

There are other TRSDOS file commands besides these. For more information, refer to your *Disk System Owner's Manual*.

Backup

■ Command Summary

1. From TRSDOS Ready, type **B A C K U P** and press **ENTER**.
2. Type the source drive number and press **ENTER**.
3. Type the destination drive number and press **ENTER**.
4. Type the password and press **ENTER**.

Note: If your Model III has *one* disk drive, answer both *source* and *destination* prompts with Drive 0. TRSDOS will stop and tell you when to swap diskettes back and forth.

Backup is a TRSDOS command that you use to copy the contents of one diskette to another.

How to Back Up a Diskette

1. From TRSDOS Ready, type **B A C K U P** and press **ENTER**.

This prompt appears:

SOURCE Drive Number?

2. Type the number of the drive that contains the diskette you want to copy *from*, and press **ENTER**.

This prompt appears:

DESTINATION Drive Number?

3. Type the number of the drive that contains the diskette you want to copy *to*, and press **ENTER**.

This prompt appears:

SOURCE Disk Master Password?

4. Type the password that protects the diskette and press **ENTER**.

All Radio Shack program diskettes use **P A S S W O R D** as the password.

Unless the destination diskette contains data, the backup begins.

If the Destination Diskette Already Contains Data

If the destination diskette contains data, you have two *more* prompts to answer.

This prompt appears first:

Diskette contains DATA. Use Disk or not?

1. Type **Y** and press **ENTER** if you want to use the diskette anyway. To cancel the backup and return to TRSDOS Ready, type **N** and press **ENTER**.

If you type **Y**, this prompt appears:

Do you wish to RE-FORMAT the disk?

2. Type **Y** and press **ENTER** to reformat the destination diskette. Type **N** and press **ENTER** to copy the contents of the source diskette over the contents of the destination diskette.

TRSDOS formats the destination diskette. The screen shows you what tracks are being formatted.

After TRSDOS formats the destination diskette, it begins the backup. It reads a few tracks at a time from the source diskette and then writes them to the destination diskette.

When TRSDOS has completed the backup, this prompt appears:

* * Backup Complete * *

The system returns to TRSDOS Ready.

Copy

■ Command Summary

1. From TRSDOS Ready, type **COPY** and then a space.
2. Type the file name and then a space.
3. Type the name of the file you want to copy to.
4. Press **ENTER**.

Use the TRSDOS copy command to make a copy of an existing file. You can copy a file from one diskette to another or make a copy on the same diskette. (To copy an entire diskette, see *Backup*, 89.)

How to Copy a File

1. From TRSDOS Ready, type **COPY** and then a space.
2. Type the name of the file you want to copy and then type a space.
3. Type the name you want to assign to the copied file. For example:

COPY CHANDLER CHAIN

If you want to copy the file onto a diskette other than the one in Drive 0, type a colon after the name of the new file, followed by the number of the drive you want to copy to. For example:

```
COPY CHANDLER CHAN:1
```

If you want to copy a file from one diskette to another and keep the same name, type the name of the document, a colon, the number of the source drive, a space, a colon, and the number of the destination drive. For example:

```
COPY CHANDLER:0:1
```

4. Press **ENTER**.

If you are using one disk drive to copy, the system will prompt you to insert Destination diskette and Source diskette. Remember that the diskette containing the original file is the source diskette, and the diskette onto which you are copying is the destination diskette.

Format

■ Command Summary

1. From TRSDOS Ready, type **FORMAT** and press **ENTER**.
2. Type the drive number and press **ENTER**.
3. Type the diskette name and press **ENTER**.
4. Type the password and press **ENTER**.

Before you use a diskette on the Model III, you must format it. (Backup automatically formats a diskette. See *Backup*, 89.)

Use the format command to prepare a diskette for use by the Model III. You can prepare a blank diskette or erase everything from a previously used diskette. For example, if you want to use a diskette in a drive other than Drive 0 to open SuperSCRIPSIT documents, you must format the diskette first. (See *How To Open A Document*, 12.)

Remember: The diskette in Drive 0 must be the SuperSCRIPSIT Program Diskette.

How to Format a Diskette

1. With a program diskette in Drive 0 and from TRSDOS Ready, type **FORMAT** and press **ENTER**.

This prompt appears:

Format Which Drive?

2. Type the number of the drive you want to use to format the blank diskette and then press **ENTER**.

For example, if you have two disk drives, insert a blank diskette in Drive 1 and type **1**. (If you have only one disk drive, leave the program diskette in Drive 0 and type **0**.) This prompt appears:

Diskette Name?

If you are using Drive 0 to format, remove the system diskette after the prompt appears and insert the diskette you want to format.

3. Type a name for the diskette and press **ENTER**.

You may use any combination of 8 letters or numerals. The first character must be a letter. For example, if the diskette will contain correspondence with XYZ company, you may want to name it XYZCOR. This prompt appears:

Master Password?

4. If you want to protect your diskette with a password, type the password you want to use and press **ENTER**.

For additional information about passwords, see your *Disk System Owner's Manual*. This prompt appears:

Analyzing Diskette

5. If the diskette is blank, the system begins formatting.

If the diskette contains data, you have one more prompt to answer.

If the Diskette Contains Data

This prompt appears:

Diskette contains DATA. Use Disk or not?

- Type **Y** and press **ENTER** to begin formatting and to erase the data on the diskette, or type **N** and press **ENTER** to cancel the format command.
- If you format a diskette in Drive 0, after the formatting is complete, insert a program diskette in Drive 0 and press **ENTER**.

TRSDOS divides the diskette into tracks and sectors. When it has completed the formatting, the system returns to TRSDOS Ready. It then displays a prompt that tells you how many bad ("flawed") tracks it found.

Flawed tracks 00

If there are any flawed tracks on the diskette, you should not use it.

Kill

■ Command Summary

1. From TRSDOS Ready, type **KILL**.

2. Type a space and the name of the file.
3. Press **ENTER**.

To delete a file from the diskette, use the TRSDOS kill command.

How to Kill a File

1. From TRSDOS Ready, type **KILL**.
2. Type a space and the name of the file you want to delete. For example:

KILL REPORT

If you have two diskettes inserted in different drives, and if you have a file with the *same name* on each, specify the drive number when typing the kill command. After the file name, type a colon and then the number of the drive that contains the file that you want to delete. For example:

KILL REPORT:1

3. Press **ENTER**.

TRSDOS finds the file, wherever it is, and deletes it from the diskette.

Rename

Command Summary

1. From TRSDOS Ready, type **RENAME**.
2. Type a space and the name of the file.
3. Type a space and the new file name.
4. Press **ENTER**.

Use rename to change the name of a file.

How to Rename a File

1. From TRSDOS Ready, type **RENAME**.
2. Type a space and the name of the file you want to change.
3. Type a space and the new name you want to assign to the file. For example:

RENAME CHAN CHANDLER

4. Press **ENTER**.

TRSDOS finds the file, wherever it is, and renames it.



SYSTEM SETUP OVERVIEW

This section describes how to use the System Setup utility, user keys, and user print codes.

System Setup Utility

As you type, revise, and print with SuperSCRIPSIT, various menus appear enabling you to instruct the system. Many of the fields in the menus appear with a response already selected: the default response. Of course, if you want to specify a value different from the default response, you must change it.

The System Setup utility lets you write your own defaults. That way, when you use a menu, the fields appear with the default options that you have selected.

You can change the default responses for these menus:

- Open Document Options
- Print Text Options
- Search and Replace Options

In addition to menu responses, you can tailor other system defaults to your own needs:

- Align character
- Verify deletion of blocks

User Keys

User keys are keys you program to type often-used words and phrases, to store a sequence of commands, or to move the cursor. You can program user keys from an open document, or you can use the System Setup utility to edit user keys.

User Print Codes

In addition to system print codes, such as bold, underscore, and subscript, you can specify special characters or print actions for certain keys. You can use the System Setup utility to write your own print codes.

SYSTEM SETUP UTILITY

You use the System Setup utility to write your own defaults. In all cases you follow three basic steps:

1. Request the System Setup utility function from the Main Menu.
2. Select the menu whose defaults you want to write.
3. Write the defaults you want and press **ENTER**.

How to Set Up the Open Document Options

When you type **[O]** from the System Setup menu, the Open Document Options appear on the screen. (See *OPENING A DOCUMENT*, 11.)

* * * * * * * * SCRIPSIT – OPEN DOCUMENT OPTIONS * * * * * * * *

Document name:	-----
Author:	-----
Operator:	-----
Comments:	-----
Printer type:	DW2-----
Lines per page:	54 (4-99)
Pitch:	P- (1-20 or P)
Linespacing (to 3+, " + " = 1/2):	1-
1st page to include header:	1-- (1-999)
1st page to include footer:	1-- (1-999)

1. Type or edit the fields to specify the defaults you want for any of the options except Document name.

To type defaults for the Open Document Options

To answer the options, move the cursor to the field for the option and type your choice.

[↑] and **[↓]** move the cursor from option to option. (If you type the maximum number of characters allowed for a field, the cursor **will** move down to the next field.)

[→] and **[←]** move the cursor within the field for any one option. (You cannot move the cursor beyond the last character in a field.)

To edit the fields

[SHIFT][→] moves the cursor to the end of the text in the field and enables you to add to the text you have already typed.

[SHIFT][←] moves the cursor to the beginning of the field.

[→] and **[←]** position the cursor on any character that **already** appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

[@][D] deletes the character the cursor is on.

[@][I] inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Hold down **[@]** and type **[D]** to close up the insert.)

[SHIFT][CLEAR] clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

2. Complete your answers to the Open Document Options by pressing **BREAK** or **ENTER**.
 - Pressing **BREAK** cancels entries you have typed or edited and returns you to the System Setup menu.
 - Pressing **ENTER** locks in the text you have typed or edited in the field and returns you to the System Setup menu.

Print Text Options

■ Command Summary

From the Main Menu, type **S**.

From the System Setup menu, type **P**.

Type the defaults you want.

Press **ENTER** to lock in your defaults.

Press **BREAK** to cancel.

Use the System Setup utility to write your own defaults for the Print Text Options.

How to Set Up the Print Text Options

When you type **P** from the System Setup menu, the Print Text Options appear. (See *How to Print*, 65.)

***** SCRIPSIT - PRINT TEXT OPTIONS *****

Document name:	-----	
Paper size:	66	(1-99)
Pause between pages:	Y	(Yes/No)
Begin numbering as page:	1--	(1-9999)
Method of justification:	P	(Proportional/Mono/None)
Number of copies:	1-	(1-99)
Display codes:	N	(Yes/No)
Suppress widow lines:	N	(Yes/No)
Column to start printing:	1--	(1-132)

1. Type or edit the fields to specify the defaults you want for any of the options except Document name.

To type defaults for the Print Text Options

To answer the options, move the cursor to the field for the option and type your choice.

[↓] and **[↑]** move the cursor from option to option. (If you type the maximum number of characters allowed for a field, the cursor will move down to the next field.)

[→] and **[←]** move the cursor within the field for any one option. (You cannot move the cursor beyond the last character in a field.)

To edit the fields

[SHIFT][→] moves the cursor to the end of the text in the field and enables you to add to the text you have already typed.

[SHIFT][←] moves the cursor to the beginning of the field.

[→] and **[←]** position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

@D deletes the character the cursor is on.

@I inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Hold down **@** and type **D** to close up the insert.)

[SHIFT][CLEAR] clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

2. Complete your answers to the **Print Text Options** by pressing **[ENTER]**. Or press **[BREAK]** to cancel your entries.

- Pressing **[ENTER]** locks in the text you have typed or edited in the field and returns you to the System Setup menu.
- Pressing **[BREAK]** cancels entries you have typed or edited and returns you to the System Setup menu.

Search and Replace Options

■ Command Summary

From the Main Menu, type **[S]**.

Press **[ENTER]** to lock in your defaults.

From the System Setup menu, type **[S]**.

Press **[BREAK]** to cancel.

Type the defaults you want.

Use the System Setup utility to write your own defaults for all the Search and Replace Options except String to find and Replace with.

How to Set Up the Search and Replace Options

When you type **[S]** from the System Setup menu, the Search and Replace Options appear. (See *GLOBAL SEARCH AND REPLACE*, 59.)

***** SCRIPSIT – SEARCH & REPLACE OPTIONS *****

Type of search:	F	(Find/Delete/Replace)
String to find:	-----	
Search by word or character:	W	(Word/Character)
Ignore upper/lower case:	Y	(Yes/No)
Replace with:	-----	
Pause after each find:	Y	(Yes/No)

1. Type or edit the fields to specify the defaults you want for any of the options except String to find and Replace with.

To type defaults for the Search and Replace Options

To answer the options, move the cursor to the field for the option and type your choice.

↑ and **↓** move the cursor from option to option. (If you type the maximum number of characters allowed for a field, the cursor will move down to the next field.)

← and **→** move the cursor within the field for any one option. (You cannot move the cursor beyond the last character in a field.)

To edit the fields

SHIFT **→** moves the cursor to the end of the text in the field and enables you to add to the text you have already typed.

SHIFT **←** moves the cursor to the beginning of the field.

→ and **←** position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

@ **D** deletes the character the cursor is on.

@ **I** inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Hold down **@** and type **D** to close up the insert.)

SHIFT **CLEAR** clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

2. Complete your answers to the Search and Replace Options by pressing **ENTER**. Or press **BREAK** to cancel your entries.

- Pressing **ENTER** locks in the text you have typed or edited in the field and returns you to the System Setup menu.
- Pressing **BREAK** cancels entries you have typed or edited and returns you to the System Setup menu.

Align Character

■ Command Summary

From the Main Menu, type **[S]**.

From the System Setup menu, type **[A]**.

Type the character you want, or press **[BREAK]**.

Use this utility to specify the character you want to use to terminate alignment at an align tab. (See *Tabbing*, 33.)

How to Change the Align Character

1. Type **[A]** from the System Setup menu.

This prompt appears:

Please type new align character:

2. Type the character that you want to use to terminate alignment at an align tab: **@ [A]**.

When you type your response, the program records it and returns you to the System Setup menu.

3. If you call the field to the screen and decide not to change the align character, press **[BREAK]** to return to the System Setup menu.

Verify Deletions

■ Command Summary

From the Main Menu, type **[S]**.

From the System Setup menu, type **[V]**.

Type **[Y]** or **[N]**.

Use this utility to specify whether or not you want the system to request verification when you delete a block. (See *BLOCK-ACTION COMMANDS*, 50.)

How to Change the Verify Deletions Default

1. Type **[V]** from the System Setup menu.

This prompt appears:

Do you wish to verify deletions of text blocks (Y/N)?

2. To request verification whenever you delete a block, type **[Y]**.

With **Y** as the response, the program displays this prompt whenever you use the block-action delete command:

You have asked to remove this block. Are you sure (Y or N)?

3. If you do not want the program to request verification when you delete a block, type **N**.

When you type your response, the program records it and returns you to the System Setup menu.

USER KEYS

You can program the ten number keys. You program these keys by storing keystrokes in them. These ten programmable keys are called user keys.

1 2 3 4 5 6 7 8 9 0

User keys are helpful for storing keystroke sequences that you type often, such as words or phrases, cursor movements, and command sequences.

You use three steps:

1. Program the user key.
2. Execute the user key.
3. Edit the user key.

Programming a User Key

■ Command Summary

1. From an open document, hold down **@** and type **U**.
2. Type a number key.
3. Type the keystroke sequence.
4. Hold down **@** and type **U**.

When you program a user key, the system deletes any keystrokes that were previously stored under that key.

How to Program a User Key

1. From an open document, hold down **@** and type **U**.

The command turns on the user key programmer and this prompt appears:

Store command sequence under which user key (0-9)?

2. Type the number of the key you want to program. (Type one of the numeral keys from 0 through 9.)

The letters `Usr` appear on the right side of the status line to remind you that the user key programmer is now on.

3. Type the sequence of keystrokes that you want to store under the user key.

Type any sequence of 127 keystrokes. If you exceed this number, `Usr` disappears from the status line to tell you that the user key programmer is turned off and will accept no more keystrokes. The user key programmer, however, stores the first 127 keystrokes.

If you type the keystrokes to execute another user key or to loop a user key, then `Usr` disappears from the status line to tell you that the user key programmer is turned off and that it will accept no more keystrokes. (See *How to Loop a User Key* and *How to Chain a User Key*, 107.)

4. Hold down `@` and type `U` to end the sequence and turn off the user key programmer.

When you complete these steps, you have programmed the user key. When you execute the user key, it executes the sequence of keystrokes.

Executing a User Key

■ Command Summary

Hold down `@` and type the user key number.

After you program a user key, use it as you would any command key.

How to Execute a User Key

Hold down `@` and type the number of the user key you want to execute.

The program executes the sequence of keystrokes you have stored under the user key.

Editing a User Key

■ Command Summary

1. From the Main Menu, type `S`.
2. From the System Setup menu, type `U`.
3. Type the number of the key you want to edit.
4. Edit the user key fields.
5. Press `ENTER` to lock in the edit, or press `BREAK` to cancel.

4. Edit the fields to revise the sequence of keystrokes stored in the user key.

The program displays the keystrokes that you stored under the key in the fields. In this example, User Key 9 is programmed with a repeating message:

```
***** SCRIPSIT - EDIT USER KEY SEQUENCE *****
Which user key do you want to edit (0-9)? 9

I ,p,r,o,g,r,a,m,m,e,d, -----
u,s,e,r ,k,e,y, ,9, ,t,o,-----
 ,p,r,i,n,t, ,t,h,i,s, ,r-----
e,p,e,a,t,i,n,g, ,m,e,s,s-----
a,g,e,..e,n,e,n,W,h,e,n, ,y,o-----
u, ,w,a,n,t, ,t,o, ,s,t,o-----
p, ,i,t, ,f,r,o,m, ,r,e,p-----
e,a,t,i,n,g,.. ,j,u,s,t, -----
p,r,e,s,s, ,B,R,E,A,K,..e,n-----
e,n,e,n,@9,-----
```

Special rules for editing the user key fields

You edit user key fields as you would any field, but there are some special considerations.

- You must follow each keystroke with a comma.
Remember that keystrokes such as space, **ENTER**, **tab**, **[]**, **[.]**, and so forth are unique keystrokes and must be separated from the following keystrokes by a comma. For example:

Keystroke	Code
(space)	” ,, ”

- The program defines as one keystroke all commands that you type with **@** and a character. For example, **,@p**, is the print command. (To type a **@**, type **SHIFT []**.)
- You use special codes to define keystrokes such as the cursor movement commands and **ENTER**:

Keystroke	Code
BREAK	br
ENTER	en

CLEAR	cl
SHIFT CLEAR	CL
↑	up
SHIFT ↑	UP
↓	do
SHIFT ↓	DO
←	le
SHIFT ←	LE
→	ri
SHIFT →	RI
→ or ↓	> (key)
with another key for example,	>1
← or ↑	< (key)
with another key for example,	<1

To edit the user key fields

SHIFT → moves the cursor to the end of the text in the field and enables you to add to the text you have already typed.

SHIFT ← moves the cursor to the beginning of the field.

→ and **←** position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

@D deletes the character the cursor is on.

@I inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Hold down **@** and type **D** to close up the insert.)

SHIFT CLEAR clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

5. Press **ENTER** or **BREAK** to conclude the editing session.

- Pressing **ENTER** locks in the revisions you have made.
- Pressing **BREAK** cancels any changes you have made and leaves the user key programmed as it was before you began to edit it.

Working With User Keys

Here are some ideas that will enable you to take full advantage of user keys.

***** SCRIPSIT – EDIT USER KEY SEQUENCE *****

Which user key do you want to edit (0-9)? 1

UP,@2,-----

....

***** SCRIPSIT – EDIT USER KEY SEQUENCE *****

Which user key do you want to edit (0-9)? 2

@x,e,1,@3-----

....

Some More Ideas for Using User Keys

Here are just a few of the useful sequences you can store under a user key.

- Often-used words and phrases:

- Vocabulary (e.g., "Rhododendron")
- Phrases (e.g., "party of the first part")
- Address blocks
- Signature blocks

- Often-used commands:

- Delete a word or sentence.
- Define a block and use a block-action command (e.g., Reformat, Copy, Move, Linespace, etc.).
- Prepare often-used headers or footers.

- Cursor movement commands:

- Scroll up or down through a document, one line at a time.
- Move cursor to end of current line.

USER PRINT CODES

In addition to the system print codes such as underscore, bold, subscript, you can instruct the program to print special characters (£, ç, ™, etc.) and to perform print actions such as backspace and line feed.

You can define any of the numeral keys, in both the shift and the unshift position, as a user print code.

	"	#	\$	%	&	'	()	@
1	2	3	4	5	6	7	8	9	Ø

The System Setup utility lets you write your own print codes.

Defining a User Print Code

■ Command Summary

From the Main Menu, type **[S]**.

From the System Setup menu, type **[C]**.

For each code, specify units, sequence, and comments.

Press **[ENTER]** to lock in the code(s) or **[BREAK]** to cancel.

When you want to define a user print code, choose the System Setup utility and request the print code entering selection. The program displays the fields you use to define the print action you want for the new code.

Before You Begin

Before you can write a user print code, you must have information about your printer. This information should be included in the manual that came with your printer.

- You need to know the number of units (the width) of the character or print action you plan to define.
- You need to know the decimal code that your printer requires to print the special character or execute the print action.
- Of course, you must be sure that your printer is capable of printing the code or executing the print action.

How to Define a User Print Code

You use the System Setup utility to define print codes.

1. From the Main Menu, type **[S]** to choose the System Setup utility.

The System Setup menu appears on the screen.

***** SCRIPSIT - SYSTEM SETUP *****

- set up <O> pen Document options
- set up <P> rinter options
- set up <S> earch and Replace options
- change <A> lign character
- edit <U> ser key sequence
- enter printer <C> odes
- <V> erify deletions of text blocks

What is your selection?

2. Type **C** to enter print codes.

The first of two print code screens appears on the screen.

***** SCRIPSIT - EDIT PRINTER CONTROL SEQUENCE *****

Code	Units	Sequence: up to 11 codes will be counted	Comments
0	0-	-----	-----
1	0-	-----	-----
2	0-	-----	-----
3	0-	-----	-----
4	0-	-----	-----
5	0-	-----	-----
6	0-	-----	-----
7	0-	-----	-----
8	0-	-----	-----
9	0-	-----	-----

Press <ENTER> to edit next screen

3. Position the cursor in the units field for the code you want to define. You can define any of the 10 codes listed in the code column.

For example, if you want to define 0 as the English pound symbol (£), position the cursor in the units field for code 0.

→ moves the cursor right within the field. Each time you press **↓**, the cursor moves to the beginning of the next field. If you continue to press **↓**, you move the cursor through each field on the screen, all the way to the end.

← moves the cursor left within the field. Each time you press **↑**, the cursor moves to the beginning of the previous field. If you continue to press **↑**, you move the cursor through each field on the screen, all the way to the beginning.

If the first screen is displayed (0-9), pressing **ENTER** displays the second of the two screens (! " # \$ % & ' () @):

The Second Print Code Screen

* * * * * SCRIPSIT – EDIT PRINTER CONTROL SEQUENCE * * * * *

Code	Units	Sequence: up to 11 codes will be counted	Comments
!	0-	-----	-----
"	0-	-----	-----
#	0-	-----	-----
\$	0-	-----	-----
%	0-	-----	-----
&	0-	-----	-----
'	0-	-----	-----
(0-	-----	-----
)	0-	-----	-----
@	0-	-----	-----

Press **<ENTER>** to return to System Setup menu

4. In the units field for the code you are defining, type the width of the character or print action you want.

For example, on the Daisy Wheel II, the English pound symbol is five characters wide, so you type:

005

If you type fewer than three digits, use **↑** to move the cursor to the sequence field for the code.

5. In the sequence field, type the code to instruct your printer to print the special character or print action you want.

For example, if you use a Daisy Wheel II with a Madeleine print wheel, type the decimal code 163 to instruct the printer to print the English pound symbol.

You can type up to 11 unique codes.

If the sequence you type contains fewer digits than the length of the sequence field, use **↑** to move the cursor to the comments field for the code.

- Use the comments field to type a memo of the character or print action you have specified for the code.

For example, if you use 0 to print the English pound symbol, you might type Eng pnd as the comment.

If you want to define another code and the comment you type contains fewer characters than the length of the comments field, use **↑** to move the cursor to the next field for the code.

- When you have defined the codes you want, press **ENTER** to lock in your responses or **BREAK** to cancel them.

The program writes the print code(s) to the program diskette.

⌘ Defined as a Print Code for the English Pound Symbol £

* * * * * SCRIPSIT – EDIT PRINTER CONTROL SEQUENCE * * * * *

Code	Units	Sequence: up to 11 codes will be counted	Comments
0	005	163-----	Eng pnd---
1	0-	-----	-----
2	0-	-----	-----
3	0-	-----	-----
4	0-	-----	-----
5	0-	-----	-----
6	0-	-----	-----
7	0-	-----	-----
8	0-	-----	-----
9	0-	-----	-----

Executing a User Print Code

■ Command Summary

Press **CLEAR** and type the code.

Once you have used the System Setup utility to define a user print code, you type it in the text as you would a system print code.

How to Execute a User Print Code

- Position the cursor in the text where you want the printer to print the special character or execute the print action you have defined.

2. Press **CLEAR** and type the code you have defined.

For example, if you have defined 0 as the English pound symbol, press **CLEAR** and type **0**.

If view mode is off, the program turns it on and displays €0. When view mode is off, 0 appears.

When the program encounters the code, it instructs the printer to print the special character or to execute the defined print action.

Editing a User Print Code

■ Command Summary

From the Main Menu, type **S**.

From the System Setup menu, type **C**.

Position the cursor and edit the field.

Press **ENTER** to lock in the edit or press **BREAK** to cancel.

Once you have programmed a user print code, the program enables you to edit it. Use the System Setup utility to edit user print codes.

How to Edit a User Print Code

1. From the Main Menu, type **S** to choose the System Setup utility.

The System Setup menu appears on the screen:

* * * * * SCRIPSIT – SYSTEM SETUP * * * * *

set up <O>pen Document options
set up <P>rinter options
set up <S>earch and Replace options
change <A> lign character
edit U ser key sequence
enter printer <C>odes
<V>erify deletions of text blocks

What is your selection?

2. Type **C** to select the Enter Print or Code utility from the System Setup menu.

The program displays the print code editing screen:

***** SCRIPSIT – EDIT PRINTER CONTROL SEQUENCE *****

Code	Units	Sequence: up to 11 codes will be counted	Comments
0	005	163-----	Eng pnd---
1	0--	-----	-----
2	0--	-----	-----
3	0--	-----	-----
4	0--	-----	-----
5	0--	-----	-----
6	0--	-----	-----
7	0--	-----	-----
8	0--	-----	-----
9	0--	-----	-----

3. Position the cursor in the field of the code you want to edit.

[→] moves the cursor right within the field. Each time you press **[→]**, the cursor moves to the beginning of the next field. If you continue to press **[→]**, you move the cursor through each field on the screen, all the way to the end.

[←] moves the cursor left within the field. Each time you press **[←]**, the cursor moves to the beginning of the previous field. If you continue to press **[←]**, you move the cursor through each field on the screen, all the way to the beginning.

If the first screen is displayed (0-9), pressing **[ENTER]** displays the second of the two screens (! " # \$ % & ' () @):

4. Edit the field.

To edit the print code fields

[SHIFT][→] moves the cursor to the end of the text in the field and enables you to add to the text you have already typed.

[SHIFT][←] moves the cursor to the beginning of the field.

[→] and **[←]** position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

[@][D] deletes the character the cursor is on.

[@][I] inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Hold down **[@]** and type **[D]** to close up the insert.)

SHIFT CLEAR clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

5. Press **ENTER** or **BREAK** to conclude the editing session.

- Pressing **ENTER** locks in the revisions you have made.
- Pressing **BREAK** cancels any changes you have made and leaves the print code defined as it was before you began to edit it.

Appendix 1:

SuperSCRIPSIT AND PRINTERS: TECHNICAL INFORMATION

Using SuperSCRIPSIT With the Radio Shack Printers

SuperSCRIPSIT provides many advanced print features, such as justification, proportional spacing, superscripts and subscripts.

If your printer is a Daisy Wheel II, Line Printer VIII, Line Printer VI, or serial (RS-232) interfaced printer, you must specify this in the printer type option in the Open Document Options. (You should change the Open Document Options defaults so that your printer type is specified automatically every time you open a document. See *SYSTEM SETUP OVERVIEW*, 95.)

Notes on Radio Shack Printers

Here is some additional information for those of you who print with Radio Shack printers. (See also the chart of available features on page 5.)

Notes on Printer Types Included With the Program

The following printer types are included with version 1.0 of SuperSCRIPSIT:

DW2 for use with Daisy Wheel II, Line Printer V, and Line Printer VI.

LP8 for use with Line Printer VIII.

LP4 for use with Line Printer IV.

S for use with serial (RS-232) interfaced printers.

For DW2 proportional-space users, the DW2 printer driver includes a feature whereby it is possible to vary the minimum number of units between words. This feature is activated whenever you specify **P** as the document pitch and **DW2** as the printer type on the Open Document menu. The system default for this value is 04 units. Therefore, on a line where no filler units are inserted, the space between words will be four-sixtieths, or one-fifteenth, of an inch. You may find it more pleasing to the eye to use a larger or smaller value. To change it, enter the following command from TRSDOS Ready

```
P A T C H D W 2 / C T L ( A D D = B A D 5 , F I N D
      = o l d , C H G = n e w )
```

where "old" is the old value (the first time this value will be 04) and "new" is the new value. Do not exceed 06 units.

For users of printers that do not support proportional spacing (including Line Printers III, V, and VI), you must *never* specify **P** on the Open Document menu. Most of these printers use 10 pitch. Answer this question with **10**. When printing, do not specify **P** in answer to the question justification type. You may specify **M** or **N**. Since **P** is the default response to both the

Open Document and Print Document menus, it is recommended that you change these responses under System Setup utility.

For users of Line Printer VIII, the elongated pitches, as well as 16.7 pitch supported by Line Printer VIII, are available under SuperSCRIPSIT. To use 16.7 pitch, specify **1****6** in response to Pitch at Open Document. To use elongated 16.7 (8.3) pitch, specify **8**. To use elongated 10 pitch (5 pitch), specify **5**. Elongated proportional spacing is not available.

For users of proportional space on serial printers, the serial driver included with SuperSCRIPSIT is intended as a base to modify for use with your particular printer. If you intend to use proportional spacing or special print codes with a serial printer, you will probably need to modify the driver. Use the following source listing, along with the explanation of user drivers, to guide your modifications. As supplied with SuperSCRIPSIT, the serial driver is compatible with Line Printer VIII.

Writing Your Own Printer Driver

If you have a non-Radio Shack printer, you may need to write your own printer driver. If your printer is a serial printer, you can use the TRSDOS utility SETCOM to configure the serial port.

How to Write Your Own Printer Driver

All SuperSCRIPSIT printer drivers adhere to a well-defined structure to make it easier to interface different printers to the program. All printer drivers consist of three main sections: a table containing information about character widths and linefeeds after carriage returns, a table containing "jump" instructions to up to 20 subroutines that drive the printer, and the subroutines themselves. All printer drivers begin at hex location BAD3 in the Model III RAM and must end at or before location C1D2, for a maximum total of 1792 bytes. The driver is stored on a diskette under the name used to recall it under Open Document, followed by the extension CTL. For example, the driver DW2 is accessed under Open Document as DW2 and stored on a diskette under the file name DW2/CTL. For an example of the implementation of a user driver, see the listing for the DW2 driver given below.

The Proportional Spacing Table

The first 100 bytes of the printer driver are arranged as follows:

- 0 Number of proportional units in one inch.
- 1 Average number of characters in one inch (pitch).
- 2-97 Unit widths of characters in ASCII order from ASCII 20H to 7FH.
- 98 Equals zero to suppress linefeed after carriage return.
- 99 Defines the number of nulls to send after a carriage return.

The Subroutine Vectors

The next 60 bytes consist of jumps to subroutines in the third section, followed by the address of the first available byte of free memory following the sub-

routines. In version 1.0, only 11 subroutines are defined. The routines are defined below, and the jumps must be in the order in which they are defined.

Specifications for Subroutines

All subroutines must handle their own errors using the system error routine defined below. All subroutines may change the contents of register A but may not alter any other register.

- PRINIT:** Initialize printer hardware.
Entry: Don't care.
Exit: CY set if printout aborted.
- SETPCH:** Initialize printer to proper pitch.
Entry: A = pitch as specified under Open Document.
If A = 0, use proportional pitch.
Exit: CY set if printout aborted.
- PRTCHR:** Output one character to printer.
Entry: A = character or code to print.
Exit: CY set if printout aborted.
- PRTSPC:** Output unit space to printer.
Entry: BC = number of units to output.
(If in non-proportional pitch, BC must be a multiple of the unit value of a blank.)
Exit: CY set if printout aborted.
- BACKSP:** Backspace print head by specified number of units.
Entry: BC = number of units to backspace.
Exit: CY set if printout aborted.
- TOGFEA:** Toggle special print feature.
Entry: A = code for feature to toggle.
A = hyphen to toggle underscore.
A = plus sign to toggle boldfacing.
A = equals sign to toggle double-underscore.
A = slash to toggle strike-through.
Exit: CY set if printout aborted.
- EXFEA:** Execute special print feature (called if feature has been toggled ON).
Entry: A = code for feature to execute (see TOGFEA).
D = character just printed (needed for boldfacing only).
B = unit value of character just printed.
C = unit value of space following character (=0 if no space).
Exit: CY set if printout aborted.
- HAFFOR:** Print forward half-linefeed (subscript).
Entry: Don't care.
Exit: CY set if printout aborted.
- HAFREV:** Print reverse half-linefeed (superscript).
Entry: Don't care.
Exit: CY set if printout aborted.
- RDYTST:** Test printer for ready condition.
Entry: Don't care.

- Exit:** CY set if printout aborted.
Z set if printer ready.
- SETTBL:** Initialize character width table.
- Entry:** A = pitch as set at Open Document.
A = 0 for proportional pitch.
- Exit:** Units per inch, characters per inch, and unit widths for all ASCII characters initialized.
- Note:** Normally, the values included with the printer driver will be correct for proportional spacing. This routine is used to modify them for monospacing. For most printers, the characters per inch will equal the pitch, and each character will have a width equal to units per inch divided by pitch.

System Support Routines for User Drivers

The following SuperSCRIPSIT routines may be called from the user driver:

- PRTERR:** Handle printer not ready error.
Call: BAB5H.
Entry: Don't care.
Exit: CY set if user requested abort.
Note: This routine displays the Printer not ready error message and waits for a Yes/No response to continue.
- PRPAUS:** Pause printout and wait for Yes/No response to continue.
Call: BAB8H.
Entry: Don't care.
Exit: CY set if user requested abort.
Note: Displays Continue (Yes/No) message and waits for response.
- PRSTOP:** Test for **BREAK** key pressed, and pause if so.
Call: BABBH.
Entry: Don't care.
Exit: CY set if user requested abort.
Note: Scans keyboard for **BREAK** key pressed, calls PRPAUS if so.

Changing Printers

SuperSCRIPSIT embeds all printer control codes within its documents. The specific codes are determined by the printer driver selected on the Open Document options. Merely specifying a new driver on an existing document will not automatically replace the old print codes with new ones. You must block adjust the entire document to cause the substitution. If centering or multiple format lines are used within a document, you must block adjust the paragraphs associated with each format line separately.

To assist in changing from one printer to another, user key 0 has been set up to automatically block adjust the document and change the printer codes. The following key sequence has been stored in user key 0.

Hold down Type

CTRL	S
→	G

	←
CTRL	E
CTRL	B
	A
→	G
CTRL	␣

To change a document from LP8 to DW2, change printer type on Open Document Options and follow these steps:

1. Position the cursor at the beginning of the document.
2. Press **CTRL** **␣**.
3. When the cursor reaches the end of the document, press **BREAK**.

If the document contains frozen paragraphs, an **error** message will be printed and the sequence will end. Move the cursor to the **first** character following the frozen paragraph and press **CTRL** **␣** again.

```

00100 ;Source Code for SuperScripsit DW2/CTL Driver
00110 ; (Model III Version)
00120 ;
00130 ;Updated 06/05/82 by Thomas D. Price, Jr.
00140 ;
00150 ;This modified version will support pitches other than
00160 ;10, 12 or Proportional Spacing for the DW2. It makes
00170 ;use of the External Program mode of the DW2 to allow
00180 ;SuperScripsit to support pitches of 15, 20 and others.
00190 ;
00200 ;
00210 ;

```

```

BAB8
BAB5
00FB
BAD3
BAD3 3C
BAD4 0D
BAD5
BAD5 04
BAD6 03
BAD7 04
BAD8 06
BAD9 05
BADA 07
BADB 07
BADC 03
BADD 03
BADE 03
BADF 05
BAE0 05
BAE1 03
BAE2 04
BAE3 03
BAE4 04
BAE5 05
BAE6 05
BAE7 05
BAE8 05
BAE9 05
BAEA 05
BAEB 05
BAEC 05
BAED 05
BAEE 05
BAEF 03
BAF0 03
BAF1 05
BAF2 05
BAF3 05
BAF4 05
BAF5 07
BAF6 07
BAF7 06
BAF8 07
BAF9 06
BAFA 06
BAFB 06
BAFC 07
BAFD 06
BAFE 03
BAFF 05
BB00 07
00220 PRSTOP EQU 0BABBH
00230 PRterr EQU 0BAB5H
00240 PRPORT EQU 0FBH
00250 ;
00260 ; ORG 0BAD3H
00270 INCSIZ DEFB 3CH
00280 PITCH0 DEFB 0DH
00290 ;
00300 WIDTBL EQU $
00310 WIDSPC DEFB 04H
00320 DEFB 03H
00330 DEFB 04H
00340 DEFB 06H
00350 DEFB 05H
00360 DEFB 07H
00370 DEFB 07H
00380 DEFB 03H
00390 DEFB 03H
00400 DEFB 05H
00410 DEFB 05H
00420 DEFB 03H
00430 DEFB 04H
00440 DEFB 03H
00450 DEFB 04H
00460 DEFB 05H
00470 DEFB 05H
00480 DEFB 05H
00490 DEFB 05H
00500 DEFB 05H
00510 DEFB 05H
00520 DEFB 05H
00530 DEFB 05H
00540 DEFB 05H
00550 DEFB 05H
00560 DEFB 05H
00570 DEFB 03H
00580 DEFB 03H
00590 DEFB 05H
00600 DEFB 05H
00610 DEFB 05H
00620 DEFB 05H
00630 DEFB 07H
00640 DEFB 07H
00650 DEFB 06H
00660 DEFB 07H
00670 DEFB 06H
00680 DEFB 06H
00690 DEFB 06H
00700 DEFB 07H
00710 DEFB 06H
00720 DEFB 03H
00730 DEFB 05H
00740 DEFB 07H

```

```

;TEST FOR BREAK & PAUSE
; ERROR MESSAGE
;MODEL III PRINTER PORT
;START OF DRIVER
;# OF UNITS/INCH FOR DW2
;PITCH VALUE IF NOT PS
;CHARACTER WIDTH TABLE
;ASSIGNED SPACE WIDTH
; .
; "
; #
; $
; %
; &
; '
; (
; )
; *
; +
; ,
; -
; .
; /
; 0
; 1
; 2
; 3
; 4
; 5
; 6
; 7
; 8
; 9
; :
; ;
; <
; =
; >
; ?
; @
; A
; B
; C
; D
; E
; F
; G
; H
; I
; J
; K

```

BB01 06	00750	DEFB	06H	; L
BB02 08	00760	DEFB	08H	; M
BB03 06	00770	DEFB	06H	; N
BB04 07	00780	DEFB	07H	; O
BB05 06	00790	DEFB	06H	; P
BB06 07	00800	DEFB	07H	; Q
BB07 07	00810	DEFB	07H	; R
BB08 05	00820	DEFB	05H	; S
BB09 06	00830	DEFB	06H	; T
BB0A 06	00840	DEFB	06H	; U
BB0B 06	00850	DEFB	06H	; V
BB0C 08	00860	DEFB	08H	; W
BB0D 07	00870	DEFB	07H	; X
BB0E 07	00880	DEFB	07H	; Y
BB0F 06	00890	DEFB	06H	; Z
BB10 03	00900	DEFB	03H	; left bracket
BB11 04	00910	DEFB	04H	; back slash
BB12 03	00920	DEFB	03H	; right bracket
BB13 05	00930	DEFB	05H	; circumflex
BB14 05	00940	USCORE	DEFB 05H	; underscore
BB15 05	00950	DEFB	05H	; accent grave
BB16 05	00960	DEFB	05H	; a
BB17 05	00970	DEFB	05H	; b
BB18 05	00980	DEFB	05H	; c
BB19 05	00990	DEFB	05H	; d
BB1A 05	01000	DEFB	05H	; e
BB1B 04	01010	DEFB	04H	; f
BB1C 05	01020	DEFB	05H	; g
BB1D 05	01030	DEFB	05H	; h
BB1E 03	01040	DEFB	03H	; i
BB1F 03	01050	DEFB	03H	; j
BB20 05	01060	DEFB	05H	; k
BB21 03	01070	DEFB	03H	; l
BB22 07	01080	DEFB	07H	; m
BB23 05	01090	DEFB	05H	; n
BB24 05	01100	DEFB	05H	; o
BB25 05	01110	DEFB	05H	; p
BB26 05	01120	DEFB	05H	; q
BB27 04	01130	DEFB	04H	; r
BB28 04	01140	DEFB	04H	; s
BB29 04	01150	DEFB	04H	; t
BB2A 05	01160	DEFB	05H	; u
BB2B 05	01170	DEFB	05H	; v
BB2C 07	01180	DEFB	07H	; w
BB2D 05	01190	DEFB	05H	; x
BB2E 05	01200	DEFB	05H	; y
BB2F 05	01210	DEFB	05H	; z
BB30 03	01220	DEFB	03H	; left brace
BB31 03	01230	DEFB	03H	; vertical bar
BB32 03	01240	DEFB	03H	; right brace
BB33 05	01250	DEFB	05H	; tilde
BB34 00	01260	NOP		
BB35 00	01270	NOP		
BB36 00	01280	NOP		
BB37 C376BB	01290	JP	PRINIT	; CHECK FOR PRINTER READY
BB3A C37DBB	01300	JP	SETPCH	; SET DW2 MODE
BB3D C39BBB	01310	JP	PRTCHR	; SEND CHAR TO DW2
BB40 C3BFBB	01320	JP	PRTSPC	; DO INCREMENTAL SPC ADV
BB43 C30DBC	01330	JP	BACKSP	; DO BACKSPACE FOR PS
BB46 C342BC	01340	JP	TOGFEA	; CLEAR A REG AND RETURN
BB49 C344BC	01350	JP	EXFEA	; SPECIAL PRINT FUNCTIONS
BB4C C3CBBC	01360	JP	HAFFOR	; FORWARD HALF LINE FEED
BB4F C3D7BC	01370	JP	HAFREV	; REVERSE HALF LINE FEED
BB52 C3E3BC	01380	JP	RDYTST	; CHECK PRINTER & RETURN
BB55 C3EFBC	01390	JP	SETTBL	; SET UP CHAR WIDTH TABLE
	01400 ;			

001B	01410	DEFS	1BH	; RESERVE 27 BYTES
	01420 ;			
BB73 35BF	01430	DEFW	0BF35H	; NEXT AVAIL ADDRESS
	01440 ;			
	01450 ;			
BR75 00	01460	MODSTO	NOP	; CURRENT DW2 MODE
	01470 ;			
BB76 CDE3BC	01480	PRINIT	CALL	RDYSTST
BB79 C8	01490		RET	Z
BB7A C3B5BA	01500		JP	PRTERR
	01510 ;			
BB7D	01520	SETPCH	EQU	\$
BB7D C5	01530		PUSH	BC
BB7E CDF0BD	01540		CALL	MODCHK
BB81 0611	01550		LD	B,11H
BB83 B7	01560		OR	A
BB84 2808	01570		JR	Z,SETMOD
BB86 060E	01580		LD	B,0EH
BB88 FE0C	01590		CP	0CH
BB8A 2802	01600		JR	Z,SETMOD
BB8C 060F	01610		LD	B,0FH
BB8E	01620	SETMOD	EQU	\$
BB8E 3E1B	01630		LD	A,1BH
BB90 CD9BBB	01640		CALL	PRTCHR
BB93 3804	01650		JR	C,ABORT0
BB95 78	01660		LD	A,B
BB96 CD04BE	01670		CALL	NEWSET
BB99 C1	01680	ABORT0	POP	BC
BB9A C9	01690		RET	
	01700 ;			
BB9B	01710	PRTCHR	EQU	\$
BB9B CDEBBA	01720		CALL	PRSTOP
BB9E D8	01730		RET	C
BB9F D5	01740		PUSH	DE
BBA0 FE20	01750		CP	20H
BBA2 2015	01760		JR	NZ,PRINT
BBA4 57	01770		LD	D,A
BBA5 3A75BB	01780		LD	A,(MODSTO)
BBA8 B7	01790		OR	A
BBA9 7A	01800		LD	A,D
BBA A 200D	01810		JR	NZ,PRINT
BBAC C5	01820		PUSH	BC
BBAD 3AD5BA	01830		LD	A,(WIDSPC)
BBB0 4F	01840		LD	C,A
BBB1 0600	01850		LD	B,00H
BBB3 CDBFBB	01860		CALL	PRTSPC
BBB6 C1	01870		POP	BC
BBB7 1804	01880		JR	PRDONE
	01890 ;			
BBB9 CD25BE	01900	PRINT	CALL	NEWPRT
BBBC AF	01910		XOR	A
BBBD D1	01920	PRDONE	POP	DE
BBBE C9	01930		RET	
	01940 ;			
BBBF	01950	PRTSPC	EQU	\$
BBBF C5	01960		PUSH	BC
BBC0 E5	01970		PUSH	HL
BBC1 D5	01980		PUSH	DE
BBC2 60	01990		LD	H,B
BBC3 69	02000		LD	L,C
BBC4 3AD5BA	02010		LD	A,(WIDSPC)
BBC7 4F	02020		LD	C,A
BBC8 0600	02030		LD	B,00H
BBCA 7C	02040	LOOP0	LD	A,H
BBCB B5	02050		OR	L
BBC C 283B	02060		JR	Z,SPDONE
				; PRINTING ROUTINE
				; OK TO PROCEED?
				; NO, ABORT AND QUIT
				; SAVE REGISTERS
				; IS THE CHAR A SPACE?
				; NO, GO DIRECT TO PRINT
				; XFER 20H TO D REGISTER
				; FETCH PITCH MODE VALUE
				; IS IT PS MODE?
				; PUT 20H BACK INTO A
				; NOT PS, SO PRINT IT
				; IT'S PS, SO SAVE REGS
				; GET PS SPACE WIDTH
				; AND XFER TO C
				; SET MSB TO ZERO
				; DO REQUIRED SPACE ADV
				; RESTORE REGISTERS
				; DONE WITH SPACING
				; PROCESS & PRINT CHAR
				; CLEAR CHARACTER
				; RESTORE REGISTERS
				; PRINT COMPLETE
				; INCREMENTAL SPACE ADV
				; SAVE
				; THE
				; REGISTER S
				; XFER WIDTH VALUE
				; TO HL
				; FETCH PS SPACE WIDTH
				; AND PUT IT
				; INTO BC
				; MSB OF WIDTH (00H)
				; A NOW HOLDS WIDTH VALUE
				; NO WIDTH LEFT, SO QUIT

BBCE	ED42	02070	SBC	HL,BC	; CHAR WIDTH - SPC WIDTH
BBD0	3006	02080	JR	NC,JUMP0	; CHAR WIDTH >= SPC WIDTH
BBD2	09	02090	ADD	HL,BC	; CHAR WIDTH BACK TO HL
BBD3	55	02100	LD	D,L	; & XFER IT TO D
BBD4	2E00	02110	LD	L,00H	; CLEAR L
BBD6	180B	02120	JR	SPCINC	; DO INCREMENTAL SPACE
BBD8	3A75BB	02130	JUMP0	LD A,(MODSTO)	; FETCH MODE VALUE
BBD8	B7	02140	OR	A	; IS IT PS MODE?
BD0C	51	02150	LD	D,C	; SPC WIDTH TO D
BD0D	2804	02160	JR	Z,SPCINC	; DO A PS SPACE
BD0F	3E20	02170	LD	A,20H	; NOT PS, DO A NORMAL SPC
BDE1	1821	02180	JR	JUMP1	; RIGHT NOW
BDE3		02190	SPCINC	EQU \$; SPACING ROUTINE
BDE3	3E06	02200	LD	A,06H	;MAX # OF INCREMENTS
BDE5	BA	02210	CP	D	;IS D GREATER THAN 6
BDE6	3014	02220	JR	NC,INC0	;NO, DO FINAL ADVANCE
BDE8	3E1B	02230	LD	A,1BH	;ESC CODE
BDEA	CD9BBB	02240	CALL	PRTCHR	;SEND IT
BDED	3B1A	02250	JR	C,SPDONE	;ABORT IF NO GO
BDEF	3E06	02260	LD	A,06H	;MAX ADVANCE
BEF1	CD9BBB	02270	CALL	PRTCHR	;SEND IT
BEF4	3B13	02280	JR	C,SPDONE	;ABORT ON ERROR
BEF6	7A	02290	LD	A,D	;RE-FETCH # OF INCREMENTS
BEF7	D606	02300	SUB	06H	;SUBTRACT 6
BEF9	57	02310	LD	D,A	;PUT RESULT IN D
BEFA	18E7	02320	JR	SPCINC	;RE-CYCLE
BEFC	3E1B	02330	INC0	LD A,1BH	; ESC CHAR
BEFE	CD9BBB	02340	CALL	PRTCHR	; SEND IT TO DW2
BC01	3B06	02350	JR	C,SPDONE	; ABORTED
BC03	7A	02360	LD	A,D	; GET THE INCREMENT VALUE
BC04	CD9BBB	02370	JUMP1	CALL PRTCHR	; AND SEND IT OUT
BC07	30C1	02380	JR	NC,LOOP0	; CHECK FOR ANY MORE
BC09	D1	02390	SPDONE	POP DE	; RESTORE
BC0A	E1	02400	POP	HL	; THE
BC0B	C1	02410	POP	BC	; REGISTER S
BC0C	C9	02420	RET		; DONE WITH SPACING
		02430			
BC0D		02440	BACKSP	EQU \$; BACKSPACING ROUTINE
BC0D	C5	02450	PUSH	BC	; SAVE
BC0E	E5	02460	PUSH	HL	; THE
BC0F	D5	02470	PUSH	DE	; REGISTER S
BC10	60	02480	LD	H,B	; XFER PREVIOUS CHAR
BC11	69	02490	LD	L,C	; WIDTH TO HL
BC12	3A75BB	02500	LD	A,(MODSTO)	; FETCH MODE VALUE
BC15	B7	02510	OR	A	; IS IT PS MODE?
BC16	0E05	02520	LD	C,05H	; DW2 PS BS WIDTH
BC18	2806	02530	JR	Z,LOOP1	; IT'S PS, SO GO
BC1A	3AD5BA	02540	LD	A,(WIDSPC)	; NOT PS, USE THIS VALUE
BC1D	4F	02550	LD	C,A	; AND PUT IT
BC1E	0600	02560	LD	B,00H	; INTO BC
BC20	B7	02570	LOOP1	OR A	; RESET CARRY FLAG
BC21	ED42	02580	SBC	HL,BC	; PREV WIDTH-SPC WIDTH
BC23	3809	02590	JR	C,JUMP2	; PREV WIDTH<SPC WIDTH
BC25	3E08	02600	LD	A,0BH	; BACKSPACE CODE
BC27	CD9BBB	02610	CALL	PRTCHR	; DO A BACKSPACE
BC2A	3B12	02620	JR	C,BSDONE	; DIDN'T WORK, ABORT
BC2C	18F2	02630	JR	LOOP1	; DO AGAIN IF NEEDED
BC2E	7D	02640	JUMP2	LD A,L	; GET REMAINING DIFFERENCE
BC2F	B1	02650	ADD	A,C	; ADD TO SPC WIDTH
BC30	B7	02660	OR	A	; CHECK FOR ZERO
BC31	290B	02670	JR	Z,BSDONE	; NO MORE TO BE DONE
BC33	00	02680	NOP		
BC34	CD33BD	02690	CALL	CALC1	; CALCULATE AND DO INCR
BC37	3805	02700	JR	C,BSDONE	; ABORT
BC39	3E08	02710	LD	A,0BH	; BACKSPACE CHARACTER
BC3B	CD9BBB	02720	CALL	PRTCHR	; DO A BACKSPACE

BC3E D1	02730	BSDONE	POP	DE	; RESTORE
BC3F E1	02740		POP	HL	; THE
BC40 C1	02750		POP	BC	; REGISTER
BC41 C9	02760		RET		; DONE WITH BACKSPACING
	02770				
BC42 AF	02780	TOGFEA	XOR	A	; CLEAR ACCUMULATOR
BC43 C9	02790		RET		; DONE
	02800				
BC44	02810	EXFEA	EQU	\$; SPECIAL PRINT FUNCTIONS
BC44 C3C1BD	02820		JP	H1CHK	; CHECK FOR HIGH CHARS
BC47 FE2B	02830	RESUME	CP	2BH	; BOLD PRINT (+) ?
BC49 200B	02840		JR	NZ,JUMP3	; NO, SKIP OVER
BC4B 7A	02850		LD	A,D	; GET CHAR
BC4C FE20	02860		CP	20H	; IS IT A SPACE?
BC4E CAA3BC	02870		JP	Z,EXIT0	; YES, NO BOLD REQUIRED
BC51 3E2B	02880		LD	A,2BH	; NO, SO RELOAD BOLD CMD
BC53 C5	02890	JUMP3	PUSH	BC	; SAVE REGISTERS
BC54 6B	02900		LD	L,B	
BC55 2600	02910		LD	H,00H	
BC57 44	02920		LD	B,H	
BC5B 09	02930		ADD	HL,BC	
BC59 44	02940		LD	B,H	
BC5A 4D	02950		LD	C,L	
BC5B 5F	02960		LD	E,A	; BOLD CMD TO E
BC5C CD0DBC	02970		CALL	BACKSP	; DO A BACKSPACE
BC5F 7B	02980		LD	A,E	; BOLD CMD BACK TO A
BC60 C1	02990		POP	BC	; RESTORE REGISTERS
BC61 3B40	03000		JR	C,EXIT0	; ABORTED
BC63 1E5F	03010		LD	E,5FH	; UNDERLINE CHARACTER
BC65 FE2D	03020		CP	2DH	; IS UNDERLINE ON?
BC67 2B37	03030		JR	Z,JUMP4	; YES, DO IT
BC69 1EDF	03040		LD	E,0DFH	; DOUBLE UNDERLINE CHAR
BC6B FE3D	03050		CP	3DH	; IS DOUBLE UNDERLINE ON?
BC6D 2B31	03060		JR	Z,JUMP4	; YES, DO IT
BC6F FE2F	03070		CP	2FH	; IS STRIKE-THROUGH ON?
BC71 2B1C	03080		JR	Z,JUMP5	; YES, DO IT
BC73 2E03	03090		LD	L,03H	; # OF BOLD STRIKES - 1
BC75 61	03100		LD	H,C	
BC76 4B	03110		LD	C,B	
BC77 0600	03120		LD	B,00H	
BC79 7A	03130	LOOP2	LD	A,D	; FETCH CHARACTER
BC7A CD9BBB	03140		CALL	PRTCHR	; AND PRINT IT
BC7D 3B24	03150		JR	C,EXIT0	; ABORT
BC7F 2D	03160		DEC	L	; DECREMENT COUNT
BC80 2B07	03170		JR	Z,JUMP6	; DONE WITH BOLD
BC82 CD0DBC	03180		CALL	BACKSP	; DO A BACKSPACE
BC85 3B1C	03190		JR	C,EXIT0	; ABORT
BC87 1BF0	03200		JR	LOOP2	; OR REPEAT
BC89 4C	03210	JUMP6	LD	C,H	
BC8A CDBFBB	03220		CALL	PRTSPC	; INCREMENTAL SPACE
BC8D 1B14	03230		JR	EXIT0	; DONE
BC8F CDD7BC	03240	JUMP5	CALL	HAFREV	; DO A REVERSE 1/2 LF
BC92 3B0F	03250		JR	C,EXIT0	; ABORT
BC94 1E5F	03260		LD	E,5FH	; UNDERSCORE CHARACTER
BC96 CDA7BC	03270		CALL	UNDERL	; DO STRIKE-THROUGH
BC99 3B0B	03280		JR	C,EXIT0	; ABORT
BC9B CDCBBC	03290		CALL	HAFFOR	; ROLL PLATEN FORWARD
BC9E 1B03	03300		JR	EXIT0	; DONE OR ABORTED
BCA0 CDA7BC	03310	JUMP4	CALL	UNDERL	; DO UNDERLINE
BCA3 D1	03320	EXIT0	POP	DE	; RESTORE
BCA4 C1	03330		POP	BC	; THE
BCA5 E1	03340		POP	HL	; REGISTER
BCA6 C9	03350		RET		; DONE
	03360				

BCA7	03370	UNDERL	EQU	\$; UNDERLINING ROUTINE
BCA7 68	03380		LD	L, B	;
BCAB 2600	03390		LD	H, 00H	;
BCAA 44	03400		LD	B, H	;
BCAB 09	03410		ADD	HL, BC	;
BCAC 7C	03420		LD	A, H	;
BCAD B5	03430		OR	L	;
BCAE C8	03440		RET	Z	;
BCAF 3A14BB	03450		LD	A, (USCORE)	; U/L CHARACTER WIDTH
BCB2 4F	03460		LD	C, A	; & XFER TO C
BCB3 ED42	03470	LOOP3	SBC	HL, BC	;
BCB5 3807	03480		JR	C, JUMP7	;
BCB7 7B	03490		LD	A, E	;
BCB8 CD9BBB	03500		CALL	PRTCHR	; PRINT IT
BCBB DB	03510		RET	C	; ABORT - NOT OK
BCBC 18F5	03520		JR	LOOP3	; DO IT AGAIN
BCBE 09	03530	JUMP7	ADD	HL, BC	;
BCBF 79	03540		LD	A, C	;
BCC0 95	03550		SUB	L	;
BCC1 4F	03560		LD	C, A	;
BCC2 CD0DBC	03570		CALL	BACKSP	; DO A BACKSPACE
BCC5 DB	03580		RET	C	; ABORTED
BCC6 7B	03590		LD	A, E	; PRINT THE UNDERLINE
BCC7 CD9BBB	03600		CALL	PRTCHR	; AND
BCCA C9	03610		RET		; WE'RE DONE
	03620				;
BCCB	03630	HAFFOR	EQU	\$; FORWARD 1/2 LINE FEED
BCCB 3E1B	03640		LD	A, 1BH	; ESC CHARACTER
BCCD CD9BBB	03650		CALL	PRTCHR	; SEND IT TO DW2
BCD0 DB	03660		RET	C	; ABORT AND QUIT
BCD1 3E1C	03670		LD	A, 1CH	; FWD 1/2 LF CODE
BCD3 CD9BBB	03680		CALL	PRTCHR	; DO IT
BCD6 C9	03690		RET		; DONE
	03700				;
BCD7	03710	HAFREV	EQU	\$; REVERSE 1/2 LINE FEED
BCD7 3E1B	03720		LD	A, 1BH	; ESC CHARACTER
BCD9 CD9BBB	03730		CALL	PRTCHR	; SEND IT OUT
BCDC DB	03740		RET	C	; ABORT AND QUIT
BCDD 3E1E	03750		LD	A, 1EH	; REV 1/2 LF CODE
BCDF CD9BBB	03760		CALL	PRTCHR	; DO IT
BCE2 C9	03770		RET		; DONE
	03780				;
BCE3	03790	RDYTST	EQU	\$; PRINTER CHECK
BCE3 C5	03800		PUSH	BC	; SAVE REGISTERS
BCE4 47	03810		LD	B, A	; SAVE CHARACTER
BCE5 DBF8	03820		IN	A, (0FBH)	; GET PRINTER STATUS
BCE7 00	03830		NOP		; (USED FOR MODEL I ONLY)
BCE8 E6F0	03840		AND	0F0H	; STRIP OFF LOWER NYBBLE
BCEA FE30	03850		CP	30H	; IS PRINTER READY?
BCEC 78	03860		LD	A, B	; RESTORE CHARACTER
BCED C1	03870		POP	BC	; RESTORE REGISTER
BCEE C9	03880		RET		; BACK TO CALLING POINT
	03890				;
BCEF	03900	SETTBL	EQU	\$; SET UP WIDTH TABLE
BCEF B7	03910		OR	A	; IS PS MODE REQUESTED?
BCF0 C8	03920		RET	Z	; YES, TABLE IS OK AS IS
BCF1 32D4BA	03930		LD	(PITCH0), A	; STORE MODE VALUE HERE
BCF4 E5	03940		PUSH	HL	; SAVE
BCF5 C5	03950		PUSH	BC	; THE
BCF6 D5	03960		PUSH	DE	; REGISTER S
BCF7 47	03970		LD	B, A	; XFER MODE VALUE TO B
BCF8 3AD3BA	03980		LD	A, (INCSIZ)	; GET UNITS/INCH VALUE
BCFB 6F	03990		LD	L, A	; AND XFER IT TO L
BCFC 2600	04000		LD	H, 00H	; CLEAR MSB
BCFE CD13BD	04010		CALL	CALC0	; CALCULATE UNITS/CHAR
BD01 7D	04020		LD	A, L	; WIDTH GOES TO A

BD02	21D5BA	04030	LD	HL,WIDSPC	;	POINT TO WIDTH TABLE
BD05	77	04040	LD	(HL),A	;	INSERT CALCULATED VALUE
BD06	54	04050	LD	D,H	;	XFER TABLE START
BD07	5D	04060	LD	E,L	;	TO DE
BD08	13	04070	INC	DE	;	POINT TO START + 1
BD09	015F00	04080	LD	BC,005FH	;	95 COUNT
BD0C	EDB0	04090	LDIR		;	FILL TBL WITH STD VALUE
BD0E	D1	04100	POP	DE	;	RESTORE
BD0F	C1	04110	POP	BC	;	THE
BD10	E1	04120	POP	HL	;	REGISTER S
BD11	AF	04130	XOR	A	;	CLEAR ACCUMULATOR
BD12	C9	04140	RET		;	DONE
		04150	;			
BD13		04160	EQU	\$;	DIVIDE ROUTINE
BD13	D5	04170	PUSH	DE	;	SAVE THE
BD14	C5	04180	PUSH	BC	;	REGISTERS
BD15	50	04190	LD	D,B	;	
BD16	7B	04200	LD	A,B	;	
BD17	B7	04210	OR	A	;	
BD18	2B14	04220	JR	Z,JUMPB	;	
BD1A	0610	04230	LD	B,10H	;	16 COUNT
BD1C	AF	04240	XOR	A	;	
BD1D	29	04250	ADD	HL,HL	;	
BD1E	17	04260	RLA		;	
BD1F	3B03	04270	JR	C,JUMP9	;	
BD21	BA	04280	CP	D	;	
BD22	3B02	04290	JR	C,JUMP10	;	
BD24	92	04300	SUB	D	;	
BD25	2C	04310	INC	L	;	
BD26	10F5	04320	DJNZ	LOOP4	;	
BD28	47	04330	LD	B,A	;	
BD29	AF	04340	XOR	A	;	
BD2A	7B	04350	LD	A,B	;	
BD2B	C1	04360	POP	BC	;	RESTORE REGISTERS
BD2C	D1	04370	POP	DE	;	
BD2D	C9	04380	RET		;	BACK WITH VALUE IN L
BD2E	3E01	04390	LD	A,01H	;	
BD30	B7	04400	OR	A	;	
BD31	1BFB	04410	JR	EXIT1	;	GO TO EXIT
		04420	;			
BD33		04430	EQU	\$;	CALCULATE SPACE INC
BD33	57	04440	LD	D,A	;	PUT AMOUNT IN D
BD34	79	04450	LD	A,C	;	GET SPACE WIDTH
BD35	92	04460	SUB	D	;	GET DIFFERENCE
BD36	4F	04470	LD	C,A	;	& PUT IT IN C
BD37	C3BFBB	04480	JP	PRTSPC	;	DO THE INCREMENTAL SPC
BD3A	00	04490	NOP			
BD3B	00	04500	NOP			
BD3C	00	04510	NOP			
BD3D	00	04520	NOP			
BD3E	00	04530	NOP			
BD3F	00	04540	NOP			
BD40	00	04550	DEFB	00H	;	GRAVE a
BD41	05	04560	DEFB	05H	;	
BD42	9C	04570	DEFB	9CH	;	c - cedilla
BD43	05	04580	DEFB	05H	;	
BD44	A3	04590	DEFB	0A3H	;	ENGLISH POUND
BD45	05	04600	DEFB	05H	;	
BD46	A5	04610	DEFB	0A5H	;	MU
BD47	05	04620	DEFB	05H	;	
BD48	A6	04630	DEFB	0A6H	;	DEGREE
BD49	04	04640	DEFB	04H	;	
BD4A	A7	04650	DEFB	0A7H	;	ACUTE
BD4B	05	04660	DEFB	05H	;	
BD4C	AB	04670	DEFB	0ABH	;	DAGGER
BD4D	05	04680	DEFB	05H	;	

BD4E A9	04690	DEFB	0A9H	; TM
BD4F 05	04700	DEFB	05H	
BD50 AA	04710	DEFB	0AAH	; (R)
BD51 06	04720	DEFB	06H	
BD52 AB	04730	DEFB	0ABH	; (C)
BD53 06	04740	DEFB	06H	
BD54 AC	04750	DEFB	0ACH	; 1/4
BD55 05	04760	DEFB	05H	
BD56 AD	04770	DEFB	0ADH	; 3/4
BD57 05	04780	DEFB	05H	
BD58 AE	04790	DEFB	0AEH	; 1/2
BD59 05	04800	DEFB	05H	
BD5A AF	04810	DEFB	0AFH	; PARAGRAPH SYMBOL
BD5B 05	04820	DEFB	05H	
BD5C BB	04830	DEFB	0BBH	; ACUTE e
BD5D 05	04840	DEFB	05H	
BD5E BC	04850	DEFB	0BCH	; GRAVE u
BD5F 05	04860	DEFB	05H	
BD60 BD	04870	DEFB	0BDH	; GRAVE e
BD61 05	04880	DEFB	05H	
BD62 BE	04890	DEFB	0BEH	; DIARESIS
BD63 05	04900	DEFB	05H	
BD64 BF	04910	DEFB	0BFH	; FREQUENCY
BD65 05	04920	DEFB	05H	
BD66 C0	04930	DEFB	0C0H	; SECTION SYMBOL
BD67 05	04940	DEFB	05H	
BD68 CC	04950	DEFB	0CCH	; JAPANESE YEN
BD69 05	04960	DEFB	05H	
BD6A DB	04970	DEFB	0DBH	; DIARESIS A
BD6B 07	04980	DEFB	07H	
BD6C DC	04990	DEFB	0DCH	; DIARESIS O
BD6D 07	05000	DEFB	07H	
BD6E DD	05010	DEFB	0DDH	; DIARESIS U
BD6F 06	05020	DEFB	06H	
BD70 DE	05030	DEFB	0DEH	; CENTS SIGN
BD71 05	05040	DEFB	05H	
BD72 DF	05050	DEFB	0DFH	; DOUBLE UNDERLINE
BD73 05	05060	DEFB	05H	
BD74 FB	05070	DEFB	0FBH	; DIARESIS a
BD75 05	05080	DEFB	05H	
BD76 FC	05090	DEFB	0FCH	; DIARESIS o
BD77 05	05100	DEFB	05H	
BD78 FD	05110	DEFB	0FDH	; DIARESIS u
BD79 05	05120	DEFB	05H	
BD7A FE	05130	DEFB	0FEH	; BETA
BD7B 05	05140	DEFB	05H	
BD7C FF	05150	DEFB	0FFH	; BLANK
BD7D 00	05160	NOP		
0042	05170	DEFS	42H	; RESERVE 66 BYTES
BDC0 00	05180	NOP		
BDC1	05190	EQU	\$; CHECK FOR HI CHARS
BDC1 E5	05200	PUSH	HL	; SAVE
BDC2 C5	05210	PUSH	BC	; THE
BDC3 D5	05220	PUSH	DE	; REGISTER S
BDC4 CB7A	05230	BIT	7,D	; IS IT A HIGH CHAR?
BDC6 2B25	05240	JR	Z,EXIT5	; NO, GET OUT
BDC8 F5	05250	PUSH	AF	; SAVE
BDC9 E5	05260	PUSH	HL	; THE
BDCA C5	05270	PUSH	BC	; REGISTER S
BDCB 3A03BE	05280	LD	A, (MODFLG)	; GET MODE VALUE
BDCE B7	05290	OR	A	; IS IT STANDARD PS?
BDCF 2006	05300	JR	NZ, JUMP11	; NO, GO TO HERE
BDD1 3A75BB	05310	LD	A, (MODSTO)	; GET MODE
BDD4 B7	05320	OR	A	; IS IT FIXED PITCH?
BDD5 2B09	05330	JR	Z, JUMP12	; NO, SEARCH FOR WIDTH
BDD7 C1	05340	POP	BC	; RESTORE

BDD8	3AD5BA	05350	LD	A, (WIDSPC)		
BDD8	47	05360	LD	B, A		
BDDC	E1	05370	POP	HL		
BDDD	F1	05380	POP	AF		
BDDE	180D	05390	JR	EXITS	; KEEP ORIGINAL VALUE	
BDE0	2140BD	05400	JUMP12	LD HL, HITBL	; POINT TO WIDTH TABLE	
BDE3	018000	05410	LD	BC, 0080H	; BYTE COUNT	
BDE6	7A	05420	LD	A, D	; LOAD CHAR	
BDE7	EDB1	05430	CPIR		; SEARCH FOR CHAR	
BDE9	C1	05440	POP	BC	; RESTORE	
BDEA	46	05450	LD	B, (HL)	; GET FOUND WIDTH	
BDEB	E1	05460	POP	HL	; RESTORE	
BDEC	F1	05470	POP	AF	; REGISTERS	
BDED	C347BC	05480	EXITS	JR	RESUME	; DONE, GO BACK
		05490	;			
BDF0		05500	MODCHK	EQU	\$; CHK FOR NON-STD PITCH
BDF0	FE0C	05510	CP	ZCH		; IS IT 12 PITCH?
BDF2	280B	05520	JR	Z, EXIT2		; YES, NO MORE TO BE DONE
BDF4	FE0A	05530	CP	0AH		; IS IT 10 PITCH?
BDF6	2807	05540	JR	Z, EXIT2		; YES, NO MORE TO BE DONE
BDF8	B7	05550	OR	A		; IS IT PS OR NON-STD?
BDF9	3203BE	05560	LD	(MODFLG), A		; STORE VALUE HERE
BDFC	2801	05570	JR	Z, EXIT2		; IF PS, WE'RE DONE
BDFE	AF	05580	XOR	A		; SET A TO ZERO
BDFE	3275BB	05590	EXIT2	LD (MODST0), A		; STORE DW2 MODE HERE
BE02	C9	05600	RET			; CHECK COMPLETED
BE03	00	05610	MODFLG	DEFB	00H	; 0=STD PS, NZ=NON-STD
BE04		05620	NEWSET	EQU	\$; SET STD OR EXT MODE
BE04	CD9BBB	05630	CALL	PRTCHR		; SET MODE
BE07	DB	05640	RET	C		; ABORT IF SO
BE08	3E1B	05650	LD	A, 1BH		; ESC CHARACTER
BE0A	CD9BBB	05660	CALL	PRTCHR		; SEND IT OUT
BE0D	DB	05670	RET	C		; ABORT
BE0E	3E19	05680	LD	A, 19H		; NORM PROGRAM MODE
BE10	CD9BBB	05690	CALL	PRTCHR		; RESET DW2
BE13	DB	05700	RET	C		; ABORT
BE14	3A03BE	05710	LD	A, (MODFLG)		; GET INDICATOR
BE17	B7	05720	OR	A		; IS IT STD PS?
BE18	CB	05730	RET	Z		; YES, ALL DONE
BE19	3E1B	05740	LD	A, 1BH		; ESC CHARACTER
BE1B	CD9BBB	05750	CALL	PRTCHR		; SEND IT OUT
BE1E	DB	05760	RET	C		; ABORT
BE1F	3E1B	05770	LD	A, 1BH		; EXT PROGRAM MODE
BE21	CD9BBB	05780	CALL	PRTCHR		; SET IT UP
BE24	C9	05790	RET			; ALL DONE
BE25		05800	NEWPRT	EQU	\$; PROCESS & PRINT CHAR
BE25	5F	05810	LD	E, A		; SAVE CHARACTER
BE26	3A03BE	05820	LD	A, (MODFLG)		; GET REAL MODE
BE29	B7	05830	OR	A		; IS IT NORM PS?
BE2A	7B	05840	LD	A, E		; RELOAD CHAR
BE2B	2824	05850	JR	Z, EXIT3		; YES, PRINT NORMALLY
BE2D	FE20	05860	CP	20H		; NEED PROCESSING?
BE2F	3820	05870	JR	C, EXIT3		; NO, SEND IT OUT
BE31	D620	05880	SUB	20H		; CALCULATE OFFSET
BE33	E5	05890	PUSH	HL		; SAVE
BE34	C5	05900	PUSH	BC		; REGISTERS
BE35	2155BE	05910	LD	HL, EXTBL		; POINT TO HAMMER TABLE
BE38	4F	05920	LD	C, A		; XFER OFFSET TO C
BE39	0600	05930	LD	B, 00H		; ZERO B REGISTER
BE3B	09	05940	ADD	HL, BC		; POINT TO HAMMER VALUE
BE3C	7B	05950	LD	A, E		; RE-FETCH CHARACTER
BE3D	D3FB	05960	OUT	(PRPORT), A		; SEND 1ST BYTE TO DW2
BE3F	00	05970	NOP			
BE40	3B12	05980	JR	C, EXIT4		; ABORT CONDITION
BE42	3AD5BA	05990	LD	A, (WIDSPC)		; GET STD CHAR WIDTH

BE45 B7	06000	OR	A	; RESET CARRY FLAG
BE46 17	06010	RLA		; SHIFT
BE47 17	06020	RLA		; WIDTH
BE48 17	06030	RLA		; VALUE TO
BE49 17	06040	RLA		; UPPER NIBBLE
BE4A B6	06050	OR	(HL)	; COMBINE WITH HAMMER VAL
BE4B C1	06060	POP	BC	; RESTORE
BE4C E1	06070	POP	HL	; REGISTERS
BE4D CDBBBA	06080	CALL	PRSTOP	; TEST FOR READY
BE50 D8	06090	RET	C	; ABORT IF NOT
BE51 D3FB	06100 EXIT3	OUT	(PRPORT),A	; PRINT CHARACTER
BE53 00	06110	NOP		
BE54 C9	06120 EXIT4	RET		; DONE WITH PRINTING
	06130 ;			
BE55	06140 EXTBL	EQU	\$; TABLE OF HAMMER SETS
BE55 0F	06150	DEFB	0FH	; SP (DUMMY)
BE56 0A	06160	DEFB	0AH	; !
BE57 0A	06170	DEFB	0AH	; "
BE58 0E	06180	DEFB	0EH	; #
BE59 0E	06190	DEFB	0EH	; \$
BE5A 0D	06200	DEFB	0DH	; %
BE5B 0E	06210	DEFB	0EH	; &
BE5C 09	06220	DEFB	09H	; '
BE5D 0B	06230	DEFB	0BH	; (
BE5E 0B	06240	DEFB	0BH	;)
BE5F 0B	06250	DEFB	0BH	; *
BE60 0A	06260	DEFB	0AH	; +
BE61 0B	06270	DEFB	0BH	; ,
BE62 0B	06280	DEFB	0BH	; -
BE63 0B	06290	DEFB	0BH	; .
BE64 0B	06300	DEFB	0BH	; /
BE65 0C	06310	DEFB	0CH	; 0
BE66 0B	06320	DEFB	0BH	; 1
BE67 0C	06330	DEFB	0CH	; 2
BE68 0C	06340	DEFB	0CH	; 3
BE69 0C	06350	DEFB	0CH	; 4
BE6A 0C	06360	DEFB	0CH	; 5
BE6B 0D	06370	DEFB	0DH	; 6
BE6C 0C	06380	DEFB	0CH	; 7
BE6D 0D	06390	DEFB	0DH	; 8
BE6E 0D	06400	DEFB	0DH	; 9
BE6F 09	06410	DEFB	09H	; :
BE70 0A	06420	DEFB	0AH	; ;
BE71 0B	06430	DEFB	0BH	; <
BE72 0B	06440	DEFB	0BH	; =
BE73 0B	06450	DEFB	0BH	; >
BE74 0B	06460	DEFB	0BH	; ?
BE75 0E	06470	DEFB	0EH	; @
BE76 0C	06480	DEFB	0CH	; A
BE77 0E	06490	DEFB	0EH	; B
BE78 0C	06500	DEFB	0CH	; C
BE79 0D	06510	DEFB	0DH	; D
BE7A 0D	06520	DEFB	0DH	; E
BE7B 0C	06530	DEFB	0CH	; F
BE7C 0D	06540	DEFB	0DH	; G
BE7D 0C	06550	DEFB	0CH	; H
BE7E 0B	06560	DEFB	0BH	; I
BE7F 0B	06570	DEFB	0BH	; J
BE80 0E	06580	DEFB	0EH	; K
BE81 0B	06590	DEFB	0BH	; L
BE82 0E	06600	DEFB	0EH	; M
BE83 0C	06610	DEFB	0CH	; N
BE84 0D	06620	DEFB	0DH	; O
BE85 0D	06630	DEFB	0DH	; P
BE86 0E	06640	DEFB	0EH	; Q
BE87 0D	06650	DEFB	0DH	; R

BE88 0C	06660	DEFB	0CH	:	S
BE89 0C	06670	DEFB	0CH	:	T
BE8A 0C	06680	DEFB	0CH	:	U
BE8B 0C	06690	DEFB	0CH	:	V
BE8C 0E	06700	DEFB	0EH	:	W
BE8D 0D	06710	DEFB	0DH	:	X
BE8E 0C	06720	DEFB	0CH	:	Y
BE8F 0C	06730	DEFB	0CH	:	Z
BE90 0B	06740	DEFB	0BH	:	LEFT BRACKET
BE91 0B	06750	DEFB	0BH	:	BACK SLASH
BE92 0B	06760	DEFB	0BH	:	RIGHT BRACKET
BE93 09	06770	DEFB	09H	:	CIRCUMFLEX
BE94 0B	06780	DEFB	0BH	:	UNDERScore
BE95 0B	06790	DEFB	0BH	:	ACCENT GRAVE
BE96 0D	06800	DEFB	0DH	:	a
BE97 0D	06810	DEFB	0DH	:	b
BE98 0C	06820	DEFB	0CH	:	c
BE99 0D	06830	DEFB	0DH	:	d
BE9A 0C	06840	DEFB	0CH	:	e
BE9B 0B	06850	DEFB	0BH	:	f
BE9C 0D	06860	DEFB	0DH	:	g
BE9D 0C	06870	DEFB	0CH	:	h
BE9E 0B	06880	DEFB	0BH	:	i
BE9F 0B	06890	DEFB	0BH	:	j
BEA0 0C	06900	DEFB	0CH	:	k
BEA1 0B	06910	DEFB	0BH	:	l
BEA2 0E	06920	DEFB	0EH	:	m
BEA3 0C	06930	DEFB	0CH	:	n
BEA4 0C	06940	DEFB	0CH	:	o
BEA5 0D	06950	DEFB	0DH	:	p
BEA6 0D	06960	DEFB	0DH	:	q
BEA7 0B	06970	DEFB	0BH	:	r
BEA8 0B	06980	DEFB	0BH	:	s
BEA9 0B	06990	DEFB	0BH	:	t
BEAA 0C	07000	DEFB	0CH	:	u
BEAB 0B	07010	DEFB	0BH	:	v
BEAC 0D	07020	DEFB	0DH	:	w
BEAD 0C	07030	DEFB	0CH	:	x
BEAE 0C	07040	DEFB	0CH	:	y
BEAF 0C	07050	DEFB	0CH	:	z
BEB0 0B	07060	DEFB	0BH	:	LEFT BRACE
BEB1 0B	07070	DEFB	0BH	:	VERTICAL BAR
BEB2 0B	07080	DEFB	0BH	:	RIGHT BRACE
BEB3 09	07090	DEFB	09H	:	TILDE
BEB4 0F	07100	DEFB	0FH	:	7F - BLANK
BEB5 0D	07110	DEFB	0DH	:	80 - GRAVE A
BEB6 0F	07120	DEFB	0FH	:	81 THRU 9B ARE BLANK
BEB7 0F	07130	DEFB	0FH	:	82
BEB8 0F	07140	DEFB	0FH	:	83
BEB9 0F	07150	DEFB	0FH	:	84
BEBA 0F	07160	DEFB	0FH	:	85
BEBB 0F	07170	DEFB	0FH	:	86
BEBC 0F	07180	DEFB	0FH	:	87
BEBD 0F	07190	DEFB	0FH	:	88
BEBE 0F	07200	DEFB	0FH	:	89
BEBF 0F	07210	DEFB	0FH	:	8A
BEC0 0F	07220	DEFB	0FH	:	8B
BEC1 0F	07230	DEFB	0FH	:	8C
BEC2 0F	07240	DEFB	0FH	:	8D
BEC3 0F	07250	DEFB	0FH	:	8E
BEC4 0F	07260	DEFB	0FH	:	8F
BEC5 0F	07270	DEFB	0FH	:	90
BEC6 0F	07280	DEFB	0FH	:	91
BEC7 0F	07290	DEFB	0FH	:	92
BEC8 0F	07300	DEFB	0FH	:	93
BEC9 0F	07310	DEFB	0FH	:	94

BECA 0F	07320	DEFB	0FH	;	95
BECB 0F	07330	DEFB	0FH	;	96
BECC 0F	07340	DEFB	0FH	;	97
BECD 0F	07350	DEFB	0FH	;	98
BECE 0F	07360	DEFB	0FH	;	99
BECF 0F	07370	DEFB	0FH	;	9A
BED0 0F	07380	DEFB	0FH	;	9B
BED1 0C	07390	DEFB	0CH	;	9C - c cedilla
BED2 0F	07400	DEFB	0FH	;	9D THRU A2 ARE BLANK
BED3 0F	07410	DEFB	0FH	;	9E
BED4 0F	07420	DEFB	0FH	;	9F
BED5 0F	07430	DEFB	0FH	;	A0
BED6 0F	07440	DEFB	0FH	;	A1
BED7 0F	07450	DEFB	0FH	;	A2
BED8 0D	07460	DEFB	0DH	;	A3 - ENGLISH POUND
BED9 0F	07470	DEFB	0FH	;	A4 - BLANK
BEDA 0D	07480	DEFB	0DH	;	A5 - MU
BEDB 0A	07490	DEFB	0AH	;	DEGREE
BEDC 0B	07500	DEFB	0BH	;	ACUTE
BEDD 0C	07510	DEFB	0CH	;	DAGGER
BEDE 0C	07520	DEFB	0CH	;	TM
BEDF 0D	07530	DEFB	0DH	;	AA - (R)
BEE0 0D	07540	DEFB	0DH	;	AB - (C)
BEE1 0D	07550	DEFB	0DH	;	AC - 1/4
BEF2 0D	07560	DEFB	0DH	;	AD - 3/4
BEE3 0D	07570	DEFB	0DH	;	AE - 1/2
BEE4 0E	07580	DEFB	0EH	;	AF - PARA SYMBOL
BEE5 0F	07590	DEFB	0FH	;	B0 THRU BA ARE BLANK
BEE6 0F	07600	DEFB	0FH	;	B1
BEE7 0F	07610	DEFB	0FH	;	B2
BEE8 0F	07620	DEFB	0FH	;	B3
BEE9 0F	07630	DEFB	0FH	;	B4
BEEA 0F	07640	DEFB	0FH	;	B5
BEEB 0F	07650	DEFB	0FH	;	B6
BEEC 0F	07660	DEFB	0FH	;	B7
BEED 0F	07670	DEFB	0FH	;	B8
EEE 0F	07680	DEFB	0FH	;	B9
EEEF 0F	07690	DEFB	0FH	;	BA
BEF0 0D	07700	DEFB	0DH	;	BB - ACUTE e
BEF1 0C	07710	DEFB	0CH	;	BC - GRAVE u
BEF2 0D	07720	DEFB	0DH	;	BD - GRAVE e
BEF3 0B	07730	DEFB	0BH	;	BE - DIARESIS
BEF4 0C	07740	DEFB	0CH	;	BF - FREQUENCY SIGN
BEF5 0D	07750	DEFB	0DH	;	C0 - SECTION SYMBOL
BEF6 0F	07760	DEFB	0FH	;	C1 THRU CB ARE BLANK
BEF7 0F	07770	DEFB	0FH	;	C2
BEF8 0F	07780	DEFB	0FH	;	C3
BEF9 0F	07790	DEFB	0FH	;	C4
BEFA 0F	07800	DEFB	0FH	;	C5
BEFB 0F	07810	DEFB	0FH	;	C6
BEFC 0F	07820	DEFB	0FH	;	C7
BEFD 0F	07830	DEFB	0FH	;	C8
BEFE 0F	07840	DEFB	0FH	;	C9
BEFF 0F	07850	DEFB	0FH	;	CA
BF00 0F	07860	DEFB	0FH	;	CB
BF01 0D	07870	DEFB	0DH	;	CC - JAPANESE YEN
BF02 0F	07880	DEFB	0FH	;	CD THRU DA ARE BLANK
BF03 0F	07890	DEFB	0FH	;	CE
BF04 0F	07900	DEFB	0FH	;	CF
BF05 0F	07910	DEFB	0FH	;	D0
BF06 0F	07920	DEFB	0FH	;	D1
BF07 0F	07930	DEFB	0FH	;	D2
BF08 0F	07940	DEFB	0FH	;	D3
BF09 0F	07950	DEFB	0FH	;	D4
BF0A 0F	07960	DEFB	0FH	;	D5
BF0B 0F	07970	DEFB	0FH	;	D6

Appendix 2:

ERROR MESSAGES

In certain instances, SuperSCRIPSIT informs you of problems or mistakes by displaying an error message. For example, if your diskette is nearly full, the program displays this prompt: There is no more space left on the diskette. Here is a complete list of error messages and suggestions for the appropriate action you should take as a response.

System Messages and Explanations

Following is a complete list of system messages that may be displayed while operating SuperSCRIPSIT version 1.0:

There are too many forced new pages in this document. You attempted to insert more than 127 forced pages (@N).

There is no more space left on this diskette. The diskette is almost full. Quit the current document and copy it onto a new diskette, or kill some files.

A frozen paragraph cannot be altered. You attempted to edit a paragraph that has been frozen under block-action. Mark the paragraph and use block-action to unfreeze it.

There are too many characters and codes on this line. No line may contain more than 255 characters and codes combined.

Printer driver shows zero units or characters per inch. The user printer driver attempted to set characters per inch or units per inch to zero.

There are too many unique tab lines in this document. You attempted to set more than 50 different tab lines.

Press CONTROL-H to see an index of Scripsit commands. You attempted to enter a command not recognized by SuperSCRIPSIT.

A new page can be forced only at the start of a paragraph. You attempted to enter @N but not immediately after a paragraph symbol.

There are too many characters in this header or footer. You attempted to create a header or footer longer than 768 characters.

WARNING: Header and footer both will not fit on page. You attempted to create header and footer text whose combined length is greater than the number of lines allotted to each page at Open Document menu.

Header or footer may contain only one page. You attempted to enter @N while creating a header or footer.

Please try again with a different document name. You attempted to open a document using extension /CTL.

You have set left and right margins out of sequence. You attempted to place the right margin before the left while editing the tab line.

All words are spelled correctly. The document was proofread and no spelling errors were found.

The left or right margin is missing. One of the margins was erased while editing the tab line but was not replaced.

Please mark a block and try again. You attempted to perform a block-action command without marking the start of the block.

Please "Move" or "Copy" a block and try again. You attempted to recall (**@R**) a block before moving or copying one onto the diskette.

Disk failure — check disk drive and diskette. A hard disk error was received while attempting to read or write to the diskette. When this error occurs, some text has probably been lost. Replace the current document with the last Backup if possible. If errors persist, have the computer checked by the repair center.

Help not available. The file HELP/CTL is not in the system and the **@H** command was issued.

This is not a Scripsit document. You attempted to open, convert, or compress a non-SCRIPSIT document.

Do you wish to continue printing (Y or N)? The end of a page was encountered with Pause Between Pages turned on, or a special print code to pause the printout was encountered in text.

Printer not ready. Continue (Y or N)? The printer is off line, out of paper, out of ribbon, not properly interfaced, or not able to function for any reason. If the problem can be fixed while the message flashes, answer Y when the printer is ready, and the printout will continue as if nothing happened.

Base document variable not in code names group. A variable was called for in a form letter that was not defined in the variables document.

Code name contains too many characters. You attempted to define a variable name containing more than 256 characters.

Paragraph contains too many characters. No paragraph in the form letter may contain more than 3936 characters.

Code names group contains too many names. You attempted to define a group of variables for a form letter that contains more than 1024 characters. This is usually due to forgetting to place an extra carriage return between groups.

Merge text contains more than one paragraph. You attempted to embed a paragraph marker within a variable for a form letter. This is usually due to forgetting to close the variable.

No search string given. You attempted to search (**ARROW S**) or global search (**@G**) with an undefined search string.

No replacement string given. You attempted to global replace with an undefined replacement string.

File to be converted must be ASCII format. You attempted to use the convert utility on a non-ASCII file.

No more words may be added in this proofreading session. Only 255 words may be added to the user dictionary during a single proofreading session.

There is no more space in the dictionary. The user dictionary contains a maximum of 2000 words.

Appendix 3:

THE PROOFREAD FUNCTION AND THE SCRIPSIT DICTIONARY

Installing the Proofread Option

You can use the Model I/III SCRIPSIT Dictionary (cat# 26-1591) with SuperSCRIPSIT. At least two disk drives are required for Model III, and three drives are required for Model I. Perform the installation procedure described below to enable the Proofread Option shown on the Main Menu. Diskettes are included for both Model I and Model III operation; be sure you use the correct ones.

1. Make a Backup copy of the Dictionary diskette you received in the SCRIPSIT Dictionary package (26-1591). (Note that there is no operating system on this diskette.) Type **B A C K U P** with a TRSDOS diskette in Drive 0; then remove it and insert the source and destination diskettes in Drives 0 and 1.
2. Remove the original diskette from Drive 0 and put it in a safe place.
3. Insert the Proofread Program diskette (included with SuperSCRIPSIT) into Drive 0. Press **RESET**.
4. The screen will show TRSDOS READY.

Model III: You type

D O I N S T A L L and press **ENTER**.

The screen will show DOS READY.

Model I: You type

K I L L S P E D I T and press **ENTER**.

K I L L C H E C K / C M D and press **ENTER**.

C O P Y P R O O F / C T L : 0 T O P R O O F / C T L : 1

and press **ENTER**.

5. The Dictionary diskette is now modified to work with SuperSCRIPSIT.

Using the Proofread Option

You can now check the spelling of your documents against the 75,000-word Dictionary diskette (Model I has 35,000 words). The Dictionary diskette *must* always be in Drive 1 when you use the Proofread Option on the Main Menu. You should maintain Backup copies of your "last used" Dictionary diskette since it will contain your User List. The User List is an extension of your main dictionary and is capable of storing over 2,000 names, companies, and industry-specific jargon that you may use on a regular basis.

INDEX

- Absolute line number:
 - cursor to, 45
 - text quantity defined, 42
- Adjust block, 55
- Advanced cursor movement, 44
- Align character, 101
- Align tab:
 - operation, 21, 34
 - setting, 19
- Arrow keys:
 - simple commands, 39, 43
 - with shift, 43
- ASCII text conversion utility, 87
- Author, 14
- Automatic page numbering, 76

- Backup, 89
- Basic editing, 49
- Begin numbering as page:
 - open document option, 77
 - print text option, 67
- Block:
 - adjust, 55
 - copy, 54
 - define, 51
 - delete, 54
 - freeze, 57
 - hyphenate, 57
 - linespacing change, 58
 - move, 55
 - print, 58
 - search, 56
 - unfreeze, 57
- Bold print, 71
- Break key, 22
- Buffer, 37

- Capital mode, 22
- Center, 22
- Chain a user key, 107
- Change block linespacing, 58
- Changing printer types, 120
- Character:
 - align, 101
 - text quantity defined, 40
- Clear:
 - key, 6, 24
 - margin, 19
 - tabs, 19
- Code name, 80
- Column:
 - position, 68
 - printing, 73

- Command:
 - block-action, 50
 - cursor movement, 39
 - margin, 21
- Comments, 14
- Compress, 86
- Control:
 - A, 21, 34
 - B, 53
 - C, 22
 - D, 49
 - E, 51
 - F, 78
 - G, 59
 - H, 24
 - I, 49
 - M, 21
 - N, 30
 - P, 65
 - Q, 32
 - S, 51
 - T, 18
 - U, 102
 - V, 35
 - W, 37
 - X, 51
 - key, 6
- Copy:
 - block, 54
 - file, 90
- Cursor:
 - ghost, 16
 - move to absolute line number, 45
 - move to footer page, 44
 - move to header page, 45
 - move to next or previous page, 46
 - move to next or previous paragraph, 45
 - move to next or previous video page, 48
 - move to page number, 45
 - move to word or phrase, 46
- Cursor movement commands:
 - advanced, 44
 - simple, 43

- Define block, 51
- Defining characters, form letters, 80
- Delete:
 - block, 54
 - text, 49
 - verify, 101
 - with/without pause, 63

- Delta, 33
- Dictionary, SCRIPSIT, 138
- Disk:
 - directory, 85
 - drives, 1
 - operating system (TRSDOS), 4
- Diskette contains data, 89
- Display codes, 67
- Document:
 - copy, 90
 - kill, 92
 - master, 80
 - merge, 83
 - open options, 11
 - quit, 32
 - rename, 93
 - variables, 81
- Document name:
 - extension, 12
 - password, 12
 - status-line display, 17
 - valid, 12
- Double underscore, 70
- DW2 driver, source code, 122
- DW2, technical printer information, 117
- Edit:
 - fields, 15
 - tab line, 19
 - user key, 103
 - user print code, 113
- Embedded codes, search, 47
- End block, 51
- Enter key, 6, 24
- Error messages, 24, 136
- Execute:
 - user key, 103
 - user print code, 112
- Extension for document name, 12
- Features of printers, 5
- File management:
 - SuperSCRIPSIT, 85
 - TRSDOS, 88
- Find, with/without pause, 62
- First page to include header or footer, 15, 77
- Footers and headers, 74
- Force new page, 31
- Form letters:
 - common mistakes, 83
 - preparing, 78
- Format diskette, 91
- Freeze or unfreeze block, 57
- Ghost cursor, 16, 24
- Global search and replace, 59
- Headers and footers, 74
- Help:
 - kill, 29
 - screens, 24
- Horizontal scrolling, 18
- Hyphenate block, 57
- Ignore upper/lower case, 61
- Indent tab:
 - quick change, 21
 - set, 18
 - using, 35
- Insert text, 49
- Installation, 1
- Interrupt print, 69
- Justification, 67
- Keyboard, 5
- Keys, user, 102
- Kill:
 - document file, 92
 - help, 29
- Letter, form, 78
- Line number, absolute, 42
- Line printers, technical information, 117
- Linespacing:
 - changing, 58
 - setting, 15
- Line, tab, 16
- Lines per page, 14
- Ln, status-line display, 17
- Loading:
 - SuperSCRIPSIT, 9
 - TRSDOS, 9
- Loop a user key, 107
- Lower/upper case, ignore, 61
- LP III, technical information, 117
- LP IV, technical information, 117
- LP V, technical information, 117
- LP VI, technical information, 117
- LP VIII, technical information, 117
- LS, status-line display, 17
- Managing files overview, 85
- Margin:
 - clear, 19
 - command, 21
 - quick change, 21
 - set, 19
- Master document, preparing, 80
- Menu:
 - open document options, 13
 - print text option, 66
 - system setup utility, 96

Merge:
 master and variables document, 83
 with non-SuperSCRIPSIT files, 84
Messages, error, 24, 136
Method of justification, 67
Mode:
 capital, 22
 view, 35
Monitor printout, 69
Move block, 55

Name, valid document, 12
New page, force, 31
Non-toggle print codes, 71
Number of copies, 67

Open a document:
 on Drive 0, 11
 on drive other than Drive 0, 13
 when loading the program, 10
Open document options, defaults, 96
Operator, 14
Overstrike, 50

Page numbering:
 automatic, 76
 with a specific number, 77
Page:
 move cursor to, 45
 screen, 16
 text quantity defined, 41
Paginating, 30
Paper size, 66
Paragraph:
 move cursor to, 45
 text quantity defined, 40
Password, for document, 12
Pause:
 after each find, 61
 between pages, 66
 print code, 74
Pitch, 14
Print:
 block, 58
 bold, 71
 headers and footers, 76
 interrupt, 69
 monitor, 69
 overview, 65
 text options, 66
 text options, defaults, 98
Print codes:
 non-toggle, 71
 system, 24, 69
 toggle, 70
 user, 108

Printer:
 drivers, 118
 features, 5
 non-Radio Shack, 118
 technical information, 117
 type, 14
Printing a document, 65
Program a user key, 102
Prompts, 7
Proofread function, 138
Proportional justification, 67
Proportional pitch, 14
Proportional spacing table, 118
PS, pitch in status line, 16

Quit a document, 32

Recall:
 copied block, 55
 moved block, 55
 tab lines, 20
Regular tab, 34
Rename, document file, 93
Replace, with/without pause, 62
Replace and search, global, 59
Reset key, 6
Return to current document, 32
Revising overview, 39

Save and recall tab lines, 20
Screen, 6
Screen page, 16
SCRIPSIT dictionary, 138
SCRIPSIT to ASCII, convert, 87
Scrolling:
 horizontal, 18
 vertical, 17
Search and replace:
 defaults, 99
 global, 59
Search:
 block, 56
 by word or character, 46, 60
Sentence, text quantity defined, 40
Serial printers, technical information, 117
Set:
 indent tab, 19
 margins and tabs, 19
Shift:
 arrow, 43
 key, 6, 32
Source code for DW2 driver, 122
Spaces, 33
Start block, 51
Starting up overview, 9

Status line, 17, 33
Strike-through, 71
String to find, 60
Subscript, 72
SuperSCRIPSIT, loading, 9
Superscript, 71
Suppress widow lines, 67
System print codes, 69
System setup:
 open document options, 96
 overview, 95
 print text options, 98
 search and replace options, 99
System tab line, 20

Tab:
 align, 21, 33
 indent, 35
 regular, 34
Tabbing, 33
Tab line:
 description, 16
 editing, 18, 33
 help, 21, 25
 save and recall, 20
Text quantity definitions, 40
Toggle print codes, 70
Top of form, 73
TRSDOS, 4
Type of search, 60

Uncenter, 23
Underscore:
 double, 70
 single, 70
Unfreeze block, 57
Upper/lower case, ignore, 61
User key:
 chaining, 107
 looping, 107
 programming, 35, 102

Valid document name, 12
Variables document, 81
Verify deletions, 101
Vertical scrolling, 17
View mode, 35
Video page, text quantity defined, 42

Widow lines, suppress, 67
Word, text quantity defined, 40
Wraparound, 37
Write to diskette, 37

SuperSCRIPSIT™
FIGURES BOOK

Radio Shack®
Division of Tandy Corporation
Fort Worth, Texas 76102

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SuperSCRIPSIT™ Program:
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10 9 8 7 6 5 4 3 2 1

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Contents

Lesson 1. Start Up and Basic Typing

1. Welcome to the Figures Book	1
2. Goals and Materials	2
3. The TRS-80 Model III	3
4. Using Your Diskettes	5
5. How to Back Up a Diskette	7
6. How to Load SuperSCRIPSIT	8
7. The Screen Page	9
8. Typing Assignment	10
9. How to Move the Cursor Through Text	11
10. Printing, Quitting, Returning to a Document	12
11. Summary Exercise	13

Lesson 2. Basic Document Preparation

1. Goals, Materials, and Instructions	15
2. Document to Prepare	16
3. The Open Document Options	17
4. Working With the Open Document Options	19
5. How to Edit the Tab Line	20
6. Typing Assignments	21
7. Centering Text	23
8. Modes	24
9. Basic Editing Features	25
10. Summary Exercise	26

Lesson 3. Working With Blocks and Pages

1. Goals, Materials, and Instructions	29
2. Typing Assignment	30
3. How to Move the Cursor Through Text	34
4. Editing Assignment	35
5. Working With Blocks	38
6. Summary Exercise	40

Lesson 4. Printing

1. Goals, Materials, and Instructions	47
2. Preparing the PRINTING Document	48
3. The Left Column (Page One)	49
4. The Right Column (Page Two)	50
5. Print Codes	51
6. Print Text Options	52
7. Summary Exercise	54

Lesson 5. Finishing and File Management

1. Goals, Materials, and Instructions	57
2. Header and Footer Text for the Catalog	58
3. Headers and Footers	59
4. How to Print With Headers and Footers	61

5. Confirmation Printout	62
6. Word Processing Work Flow	69
7. Opening a Document on a Diskette in a Specified Drive	70
8. File Management	72
9. Summary Exercise	74

Lesson 6. Advanced Typing and Editing

1. Goals, Materials, and Instructions	77
2. Reformat and Complete the DINOSAUR Document	78
3. Saving and Recalling Tab Lines	82
4. Revisions to the DINOSAUR Document	82
5. Global Search and Replace	86
6. Finding Every Occurrence of the Search String	88
7. Finding and Replacing or Finding and Deleting Every Occurrence	89
8. Hyphenating a Block	90
9. Summary Exercise	91

Lesson 7. User Keys and Form Letters

1. Goals, Materials, and Instructions	93
2. User Keys	94
3. Looping and Chaining User Keys	95
4. Exercise	96
5. Exercise	97
6. How to Lay Out a Variables Document	98
7. Preparing the Master and Variables Documents	99
8. Merging the Master and Variables Documents	101
9. Summary Exercise	101

Lesson 8. Advanced Utilities

1. Goals, Materials, and Instructions	105
2. Writing Your Own Defaults Using the System Setup Utility	106
3. System Setup Selections	107
4. Using the SuperSCRIPSIT Reference Manual	109

Figure 1-1

Welcome to the Figures Book

As you take the SuperSCRIPSIT Training Program, the narrator will often refer you to the figures. You will find four different kinds of figures:

1. **Summary.** Some figures recap an instruction you have just practiced or list the steps for entering an instruction.
2. **Exercises.** Some figures provide exercises for you to use during the lessons.
3. **Illustrations.** Some figures illustrate the concepts and ideas under discussion.
4. **Review.** At the end of each lesson, you will find a figure that you can use as an exercise to see if you have mastered the lesson.

The narrator will always tell you when to refer to a figure, and since the figures are integrated with the tape, it's not a good idea to "skip ahead" to later figures. It *is* a good idea, however, to turn back to a previous figure if you need to refresh your memory about a feature or instruction.

Using the Audio Cassettes

1. Whenever you **REWIND** or **FAST FORWARD**, always press **STOP** before changing direction or pressing **PLAY**. (Failure to do so may cause the tape to stretch or break.)
2. Whenever you have completed a lesson, **FAST FORWARD** the tape so that it's ready for the next lesson.

Right now, take a moment to flip through the Figures Book to get a general idea of its contents. Then, when you are ready, restart the tape.

Figure 1-2

Goals and Materials

Goals

In Lesson 1, we will concentrate on five goals:

1. To learn how to use the SuperSCRIPSIT Training Program.
2. To tour the system to make sure that it is correctly installed.
3. To use TRSDOS to make a Backup copy of your SuperSCRIPSIT diskette.
4. To load SuperSCRIPSIT.
5. To type and print a short exercise.

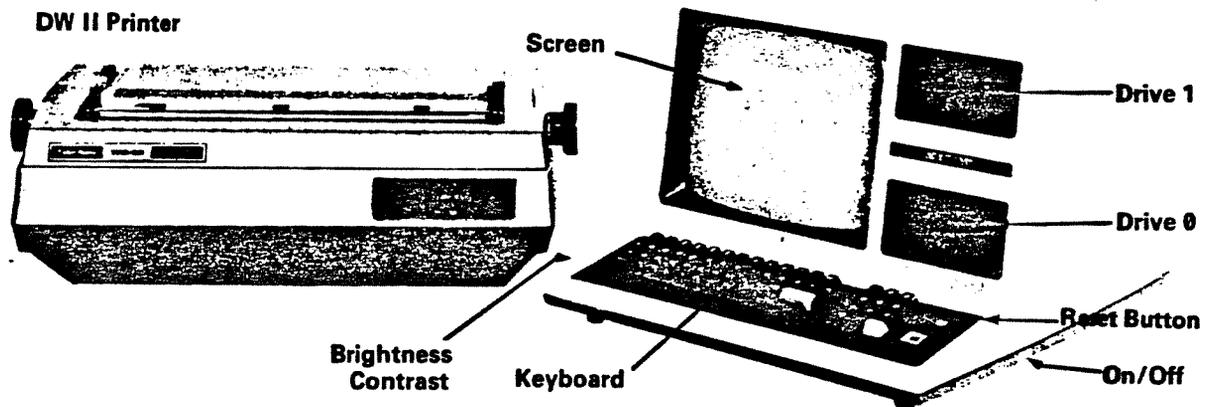
Materials

To complete the lesson, you will need the following:

- A cassette labeled "Lesson 1" and the Figures Book.
- A cassette tape recorder.
- The *Disk System Owner's Manual* for your Model III and the *SuperSCRIPSIT Reference Manual*.
- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel installed. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix I of the *SuperSCRIPSIT Reference Manual*. (Many of SuperSCRIPSIT's advanced print features function only on the Daisy Wheel II.)
- The SuperSCRIPSIT Program Diskette.
- A blank diskette.
- Some typing paper for your printouts.
- Note paper.

Figure 1-3

The TRS-80 Model III



As a Model III SuperSCRIPSIT user, you will work with four major components:

- keyboard
- screen
- disk drives
- printer

Major System Components

The keyboard. Most of the keys on the keyboard are identical to the keys on a typewriter, and when you type or edit, you type as you would on a typewriter. However, some of the keys are different, and we will discuss most of them in this lesson.

The screen. When you use SuperSCRIPSIT on your Model III, you type into memory. The screen is a window into memory, and you can use it as an "electronic page." As you type, you can see the text on the screen. As you delete, insert, or move text, you can see your revisions instantly.

The disk drives. You use the disk drives for two primary purposes: to load SuperSCRIPSIT from the SuperSCRIPSIT diskette to your Model III, and to store or recall documents that you have typed on the screen.

The printer. Finally, when you have finished typing or editing a document, you use the printer to print it out.

Reset and Screen Intensity

The two wheels that control brightness and contrast are located under the keyboard on the left-hand side. The Reset button is the orange button in the upper right-hand corner of the keyboard.

What You Should Know Before You Begin

Installation

If your Model III is not already "up and running," refer to your Owner's Manual for instructions on how to install your computer.

Printer

Although you can print with a printer other than the Daisy Wheel II, most other printers are not equipped to handle many of SuperSCRIPSIT's advanced features, such as proportional spacing and double-underscore.

This Training Program is directed to those users with Daisy Wheel printers equipped with a Madeleine print wheel. If you are using one of the line printers, you may change the printer type on each of the sample documents. Refer to Appendix 1, "Changing Printers" in your *SuperSCRIPSIT Reference Manual*. If you are using a non-Radio Shack printer, you may have to write your own driver. Refer to Appendix 1, "How to Write Your Own Printer Driver" in your *SuperSCRIPSIT Reference Manual*.

Before you begin, make sure that your printer is correctly interfaced with your Model III. If not, refer to the manual that came with your printer.

Make sure that you are familiar with the operation of your printer: ribbon, pitch switch, on and off line switch, test switch, and on/off switch. You should also be familiar with the paper bale roller, copy control lever, and paper release lever.

TRSDOS

All Radio Shack disk systems use TRSDOS (pronounced "triss-doss"). Whenever you turn on a disk system, the first thing it does is load TRSDOS from the diskette in Drive 0. Therefore, you should always make sure that a TRSDOS diskette or a Radio Shack Program Diskette (such as SCRIPSIT) is in Drive 0 before you turn on the system.

TRSDOS is the disk operating system that enables the computer to input and output information from diskettes. TRSDOS also enables you to manage the information (files) stored on diskettes.

The SuperSCRIPSIT Program Diskette contains TRSDOS. You will use TRSDOS commands to make a Backup and to load SuperSCRIPSIT.

Any TRSDOS commands that you will need as you work with SuperSCRIPSIT will be given in the Training Program. For more information about TRSDOS, consult your Model III *Disk System Owner's Manual*.

Figure 1-4

Using Your Diskettes

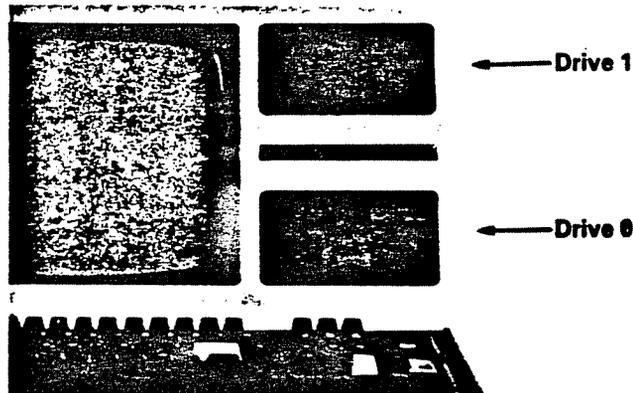
Care of Diskettes

Magnetic media such as your flexible diskettes are fragile. Handle them carefully.

- Don't bend a diskette.
- Don't touch exposed areas or allow a diskette to come into contact with any liquid or dirt.
- When a diskette is not in use, store it in its protective envelope.
- Don't insert a diskette into a disk drive while turning the system on or off.
- Keep diskettes away from anything magnetic (such as alternating current motors, transformers, or loud speakers).
- Don't write directly on a diskette. First write on the label, then affix it to the diskette. (If you must write on an affixed label, use a felt-tipped pen. Don't use a ball-point pen.)
- Don't paper-clip or staple a diskette.
- Don't expose a diskette to sunlight or extreme hot or cold.
- Store a diskette in a vertical file folder (just as you store phonograph records) to protect the diskette from pressure.

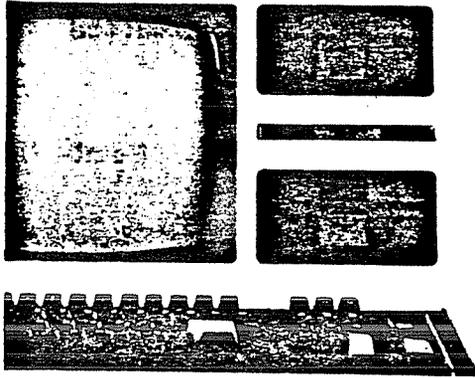
The Disk Drives

The bottom disk drive is Drive 0. If you have two drives, the top drive is Drive 1.

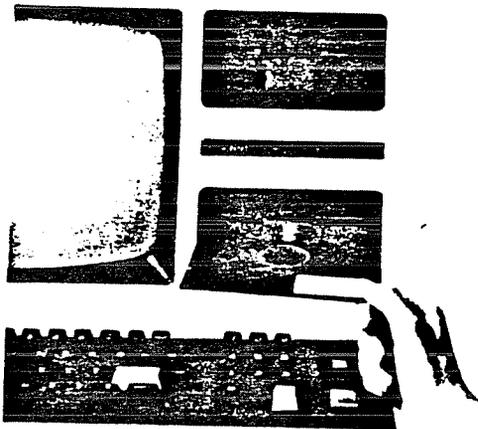


How to Insert a Diskette

1. Open the disk drive door.



2. Carefully insert the diskette, label up, as far as it will go.



3. Close the disk drive door.

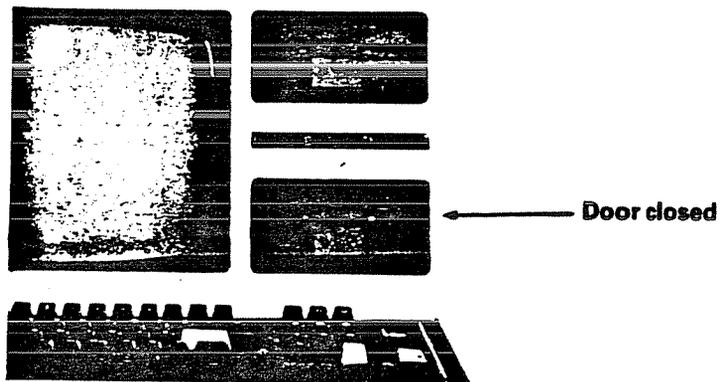


Figure 1-5

How to Backup a Diskette

Backup is a TRSDOS command that you use to copy the contents of one diskette to another.

If you are a Model III user with one disk drive, answer the source and destination prompts with Drive 0. The system will stop and tell you when to swap diskettes.

To backup a diskette:

1. Make sure the system is at the TRSDOS Ready level. Then type **B A C K U P** and press **ENTER**. You see the prompt:

SOURCE Drive Number?

2. Type the number of the drive that contains the diskette you want to copy *from*, and press **ENTER**. You see the prompt:

DESTINATION Drive Number?

3. Type the number of the drive that contains the diskette you want to copy *to*, and press **ENTER**. You see the prompt:

SOURCE Disk Master Password?

4. Type the password that protects the diskette, and press **ENTER**. (All Radio Shack Program Diskettes use the word *PASSWORD* as the password.)

If the destination diskette already contains data, the system warns you with this prompt:

Diskette contains DATA. Use Disk or not?

5. Type **Y** and press **ENTER** if you want to use the diskette anyway. To cancel the Backup and return to TRSDOS Ready, type **N** and press **ENTER**. If you type **Y**, the system asks the following:

Do you wish to RE-FORMAT the diskette?

6. Type **Y** and press **ENTER** to reformat the destination diskette. Type **N** and press **ENTER** to copy the contents of the source diskette over the contents of the destination diskette.

The system formats the destination diskette. The screen shows you what tracks the system is formatting. After the system has formatted the destination diskette, it begins the Backup. The system will read a few tracks at a time from the source diskette and then write them to the destination diskette. When the Backup is complete, the message **** Backup Complete **** appears, and the system returns to TRSDOS Ready.

Note

If you are a Model III user with one disk drive, the prompt Insert SYSTEM Diskette appears after the Backup is complete. Make sure that a diskette containing TRSDOS is in the drive, and then press **ENTER**.

Figure 1-6

How to Load SuperSCRIPSIT

Whenever you want to load SuperSCRIPSIT, you first have to make sure the system is at the TRSDOS Ready level.

1. Before turning on the Model III, turn on all peripherals: printer, expansion drive unit, if any; and so on.

2. Load TRSDOS:

- Insert the SuperSCRIPSIT diskette in Drive 0, close the disk drive door, and turn on the Model III.

or

- Exit whatever program you are using and replace the diskette with SuperSCRIPSIT. Press **RESET** and return to the TRSDOS Ready level.

The red light on Drive 0 will come on as the system loads TRSDOS. If you have just turned on the system, TRSDOS will prompt for the date and time.

Type **M M / D D / Y Y** for the date and press **ENTER**. For example, for July 4th, 1983, type **0 7 / 0 4 / 8 3**.

Type **H H : M M : S S** for the time and press **ENTER**. For example, if it's 9:05, type **0 9 : 0 5 : 0 0**. You can also bypass the prompt with **ENTER**.

3. When TRSDOS Ready appears on the screen, type **S C R I P S I T** and press **ENTER**.

The red light on Drive 0 comes on as the system loads SuperSCRIPSIT.

When the red light goes off and the Scripsit Word Processing menu appears on the screen, the program is loaded and ready to go.

Figure 1-7

The Screen Page

Cursor

Ghost cursor

```
Tab line (---I-2---+-----3-----+-----4-----+-----5-----+-----)
Status
line  PAGE   Pg:1   Ln:1   Pos:1.8   Pitch:PS LS:1
```

The cursor. The cursor is your pointer as you type or edit. It moves along the line as you type. You position it at the point in the text where you want to edit.

The ghost cursor. As the cursor moves along the typing line, the ghost cursor moves along the tab line. It lets you know how close you are to a margin or tab.

The tab line. This line shows the position of your margins and tabs.

(is the left margin.

) is the right margin.

I is the indent tab.

+ is a tab.

The numbers 1 through 5 represent inches on the printed page.

The status line. This line reminds you of the status of your page and displays the document name.

Pg The page you are on.

Ln The line the cursor is on.

Pos The current horizontal cursor position in inches.

Pitch The pitch that the document will print.

LS The linespacing that the document will print.

Figure 1-8

Typing Assignment

Paragraph 1, Line 1

My model III is now a fully equipped word processor.

Remainder of Paragraph 1

Because of "wraparound" I never have to worry about where to end a line. When I reach the right margin, the text automatically wraps around to the next line. When I want to end a paragraph, I press ENTER.

Paragraph 2

Because of the system's indent tab, this paragraph was indented automatically. When lines wraparound, they start at the left margin, but after I press ENTER, the cursor moves to the indent tab to begin the next paragraph.

Figure 1-9

How to Move the Cursor Through Text

	moves the cursor right.
	moves the cursor left.
	moves the cursor up.
	moves the cursor down.
SHIFT + 	moves the cursor to the end of the document.
SHIFT + 	moves the cursor to the beginning of the document.
SHIFT + 	moves the cursor to the next tab and finally to the right margin.
SHIFT + 	moves the cursor to the left margin.
 + W	moves the cursor to the next word.
or	
 + G	moves the cursor to the next paragraph.
 + W	moves the cursor to the previous word.
or	
 + G	moves the cursor to the previous paragraph.

There is a knack to using the arrow keys in combination with the other keys. When you hold down an arrow key and press another key (for example,  **G**), you should hold down the arrow key first and then quickly press the second key. If you delay pressing the second key, the cursor moves in the direction of the arrow key before the second key takes effect.

There are other cursor instructions that we will discuss in later lessons.

Figure 1-10

Printing, Quitting, Returning to a Document

How to Print a Document

1. Insert paper in the printer.
2. Hold down the control key **[@]** and type **[P]**.
3. The print options appear on the screen. Press **[ENTER]** to keep the default options and to begin printing.

How to Quit a Document

Hold down **[@]** and type **[Q]**.

The document is recorded on the diskette, and the SuperSCRIPSIT Main Menu appears on the screen.

How to Return to a Document

When you quit a document, the program adds an eighth function to the menu:

<R> Return to current document

Type **[R]** to return to the document that you just quit and to bypass the Open Document Options.

How to Shut Down the System

1. Return to the SuperSCRIPSIT Main Menu. (From an open document, type **[@] [Q]**.)
2. Choose the Exit to TRSDOS function: type **[E]**.
3. Remove your SuperSCRIPSIT diskette. Turn off the peripherals. Then turn off the Model III.

Figure 1-11

Summary Exercise

- | | Figure |
|---|--------|
| 1. Turn on the system and load SuperSCRIPSIT. (Use your Backup copy.) | 1-6 |
| 2. Choose the open document function. | |
| 3. Ask for the PAGE document. | |
| 4. Press ENTER when the Open Document Options menu appears. | |
| 5. Type the following indented paragraphs at the end of the ones you already typed. | 1-8 |
| The cursor movement keys make positioning the cursor fast and easy. I can use the arrows by themselves to move the cursor one character at a time, or I can use them with SHIFT to move the cursor to the boundaries of my document. By using them with "W" and "G," I can move the cursor a word or paragraph at a time. | 1-9 |
| With overstrike, typos no longer mean retyping an entire page. I just position the cursor over the mistake and type the correct character over it. | |
| 6. Use overstrike to fix any typos. | |
| 7. Print the document. | 1-10 |
| 8. Quit the document. | 1-10 |
| 9. Shut down the system. | 1-10 |

Figure 2-1

Goals, Materials, and Instructions

Goals

In Lesson 2, we will concentrate on four goals:

1. How to answer the 10 Open Document Options.
2. How to edit the tab line (change margins and tabs).
3. How to work with SuperSCRIPSIT's main typing features: center, tab, align tab, view mode, and caps mode.
4. How to use the basic editing features: insert, delete, and quick margin change.

Materials

To complete the lesson, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel II printer equipped with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix 1 of the *SuperSCRIPSIT Reference Manual*.
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready.

1. Make sure that the Model III is *off*.
2. Make sure all peripherals (printer, expansion drives, etc.) are *on*.
3. Insert your copy of the SuperSCRIPSIT diskette in Drive 0.

Figure 2-2

Document to Prepare

Document name: CARS
Author: ERNIE HUBBEL
Operator: YOUR NAME
Comments: FLYER

Ernie's Used Cars
Announces Some Simply
Incredible Deals!!

Thank you Greensboro! You've made Ernie's the Number 1 Used Car Dealership in the Triangle Area. And now that we're on top, we're going to stay there.

In fact, our inventory has grown so much that we've run out of space. Take advantage of the situation. We're practically giving some models away!

Take a Look at These Beauties!

1975	Thunderbird	5,799.99
1962	MGB	6,999.99
1967	Ford Fairlane	899.99
1897	Stanley Steamer	19,899.00
1952	DeSoto	499.99

Famous deals have been Ernie's trademark for thirty years. Come in and make your deal today.

Guaranteed service and warranties on every Ernie's used car explains why so many of our customers come back to see us year after year.

Figure 2-3

The Open Document Options

Whenever you choose the open a document function and type in the name of the document, the following options appear on the screen:

Option	Field
Document name:	-----
Author:	-----
Operator:	-----
Comments:	-----
Printer type:	DW2 -----
Lines per page:	54 (4-99)
Pitch:	P- (1-2Ø or P)
Linespacing (to 3+, " + " = 1/2):	1-
1st page to include header:	1-- (1-999)
1st page to include footer:	1-- (1-999)

Document name. The system enters the name of the document when you first choose the open a document function and answer the prompt Name of document to open? Be sure that the document name is a valid TRSDOS file name:

1. The name can be no longer than 8 characters. (You can include extensions and passwords. See the *SuperSCRIPSIT Reference Manual*.)
2. The name can contain no spaces.
3. The first character must be a letter.

Author. Use this option to note the name of the author of the document. You can type any combination of up to 32 characters.

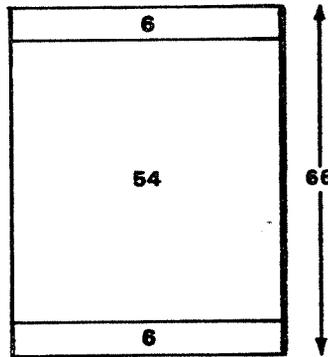
Operator. Use this option to note the name of the operator who prepared the document. You can type any combination of up to 32 characters.

Comments. Use this option as a "memory jogger" to identify the document. You can type any combination of up to 32 characters.

Printer type. Use this option to specify which printer you are using:

- DW2 Daisy Wheel II (the default option)
- LP4 Line Printer IV
- LP8 Line Printer VIII
- S Serial Printer

Lines per page. Use this option to specify the number of lines that will print on each page. You can specify any number of lines from 4 to 99. Remember that there are 6 lines per inch. (A piece of paper 11 inches long contains a maximum of 66 printable lines.) The default option is 54 printed lines per page, allowing 6 lines for the top border and 6 lines for the bottom.



Pitch. Use this option to establish the number of characters that will print to the inch. You can choose any number from 1 to 20. (Make sure your printer or Daisy Wheel is compatible with the pitch you set.) P, for proportional spacing, is the default option.

Linespacing. Use this option to set the linespacing for your printed document.

- | | | |
|----|-------------------------|--|
| 1 | Single-space | Text prints on every line (default). |
| 2 | Double-space | Text prints on every other line. |
| 3 | Triple-space | Text prints on every third line. |
| 1+ | Space and a half | Text prints leaving half a line of space between each line. |
| 2+ | Double-space and a half | Text prints leaving one and a half lines of space between each line. |
| 3+ | Triple-space and a half | Text prints leaving two and a half lines of space between each line. |

Headers and Footers. Use this option to create the standard lines of text that print at the top or bottom of every page. We will discuss these options further in Lesson 5.

Checking Your Responses for the CARS Document

Your Open Document Options list for the CARS document should look like this. If yours is different, use the arrow keys with overstrike to correct the options, or press **BREAK** and start over.

```

Document name: CARS -----
Author: ERNIE HUBBEL -----
Operator: YOUR NAME -----
Comments: FLYER -----
Printer type: DW2 -----
Lines per page: 54 (4-99)
Pitch: P- (1-20 or P)
Linespacing (to 3+, "+ " = 1/2): 2-
1st page to include header: 1-- (1-999)
1st page to include footer: 1-- (1-999)

```

If your Open Document Options are the same as those above, restart the tape.

Figure 2-4

Working With the Open Document Options

Answering the Options

To answer the options, move the cursor to the option and type your choice.

- Use **↑** and **↓** to move the cursor from option to option.
- Use **→** and **←** to move the cursor within the field for any one option. (You cannot move the cursor beyond the last typed character in a field.)

Clearing the Field for an Option

If you make a mistake when answering the option, you can clear the entire field for the option and retype your answer.

Hold down **SHIFT** and press **CLEAR**.

The field is cleared and you can retype your answer.

Locking In or Canceling the Options

- To lock in the options and bring the document to the screen, press **ENTER**.
- To cancel all the options you have typed and to return to the Main Menu, press **BREAK**.

Figure 2-5

How to Edit the Tab Line

Whenever you want to change margins or tabs, enter the instruction for editing the tab line: Hold down **[@]** and type **[T]**. The cursor will leave the **text** area, and a question mark will appear in the ghost cursor.

Moving the Ghost Cursor Along the Tab Line

- To move the cursor along the tab line, press **[→]** or **[←]**.
- To move the ghost cursor 6 spaces to the right, press **[SHIFT]** **[→]**.
- To move the ghost cursor to the extreme left position, press **[SHIFT]** **[←]**.

Setting Margins and Tabs

- To clear a margin or tab, position the ghost cursor and press **[SPACE BAR]**.
- To set margins, position the ghost cursor and type **[L]** for a left margin and **[R]** for a right margin.
- To set tabs, position the ghost cursor and type **[I]** for an indent tab or **[T]** or **[+]** for a tab.

Ending the Tab Line Edit

- To cancel the changes and return the cursor to the text area, press **[BREAK]**.
- To lock in the changes and return the cursor to the text area, press **[ENTER]**.

Using Help Menus

The Tab Line Help Menu

If you type an invalid command while editing the tab line, SuperSCRIPSIT will display a Help menu entitled TAB LINE EDIT OPTIONS. The Help menu lists all valid commands that you can use to edit the tab line.

The SuperSCRIPSIT Help Menu

If you type an invalid command while typing or editing a document, a flashing message appears:

Press CONTROL-H to see an index of Scripsit commands

- To view the Help menu, hold down **[@]** and type **[H]**. SuperSCRIPSIT lists all valid commands.
- To clear the Help menu and redisplay the text, press **[BREAK]**.

Note

The Help menus are especially useful if you want to use a certain command but can't remember the mnemonic.

Figure 2-6

Typing Assignments

¶ = Enter
\\ = Tab
\\ = Align Tab

Assignment 1

Ernie's Used Cars ¶
Announces Some Simply ¶
Incredible Deals! ¶

¶
Thank you Greensboro! You've made Ernie's the Number 1 Used Car Dealership in the Triangle Area. And now that we're on top, we're going to stay there. ¶

¶
In fact, our inventory has grown so much that we've run out of space. Take advantage of the situation. We're practically giving some models away! ¶

¶

Take a Look at These Beauties! ¶

¶

Assignment 2

\\	1975 \\	Thunderbird`	5,799.99 ¶
\\	1962 \\	MGB`	6,999.99 ¶
\\	1967 \\	Ford Fairlane`	899.99 ¶
\\	1897 \\	Stanley Steamer`	19,899.00 ¶
\\	1952 \\	DeSoto`	499.99 ¶

¶

Assignment 3

Famous deals have been Ernie's trademark for thirty years. Come in and make your deal today.

Guaranteed service and warranties on every Ernie's used car explains why so many of our customers come back to see us year after year.

Figure 2-8

Modes

View Mode

To view embedded codes, turn on view mode:

1. Hold down **[@]** and type **[V]**.

Vw appears in the status line.

¶ indicates that **[ENTER]** was pressed at the end of a paragraph.

\ indicates that **[SHIFT]** **[→]** was pressed.

` indicates that **[@]** **[A]** was pressed.

2. To turn off view mode, repeat Step 1.

In later lessons, you will encounter situations where view mode is particularly helpful. Some users prefer to do most of their routine typing with view mode on, while others prefer to type with it off. Experiment with it both ways to see which one you prefer.

Caps Mode

To turn on caps mode:

1. Hold down **[SHIFT]** and press **[@]**. The prompt C appears in the status line, and every character you type appears in upper case. In caps mode, you must use **[SHIFT]** to type the symbols on the top half of the numeral keys.

2. To turn off caps mode, repeat Step 1.

Figure 2-9

Basic Editing Features

Deleting Characters

To delete:

1. Position the cursor on the first character you want to delete.
2. Hold down **@** and type **D**.
3. If you want to delete more than one character in a row, continue to hold down **@** and type **D**.

When you complete the delete or delete all the characters from the cursor to the right margin, SuperSCRIPSIT reformats the paragraph to compensate for the deleted characters.

Inserting Characters

To insert:

1. Position the cursor at the place where you want to insert text.
2. Hold down **@** and type **I**. The text opens up and allows you to insert as much text as you need. (If view mode is on, *insert blocks* are visible in the text opening.)
3. Type the text you want to insert.
4. When you finish typing the inserted text, press **BREAK** or use **@ D** to close up the text and reformat the paragraph around the inserted text.

How to Quickly Change Margins or Indent Tab

1. In the paragraph you want to change, position the cursor where you want the new margin or indent tab.
2. Hold down **@** and type **M**. This prompt appears in the status line:
Set Left margin, Right margin or Indent (L, R or I)?
3. Type **L** to move the left margin to the cursor position.
Type **R** to move the right margin to the cursor position.
Type **I** to move the indent tab to the cursor position.

SuperSCRIPSIT changes the margin or indent tab and reformats the paragraph automatically to the new setting.

Note

You can also use insert and delete to edit your choices when typing in the fields for the Open Document Options.

Figure 2-10

Summary Exercise

1. Open a document with the following specifications:

Figure

2-3

2-4

Document name: BOOKS -----
Author: ACME PUBLISHING -----
Operator: YOUR NAME -----
Comments: NEW TITLES -----
Printer type: DW2 -----
Lines per page: 54 (4-99)
Pitch: P- (1-2Ø or P)
Linespacing (to 3+, " + " = 1/2): 2-
1st page to include header: 1-- (1-999)
1st page to include footer: 1-- (1-999)

2. Edit the tab line:

2-5

Clear the indent tab.

Set the left margin at 1.5.

Set the right margin at 6.5.

Set tabs at 2.2 and 5.5.

3. Type the text on the next page.

Use caps mode and centering where required.

Use tabs to type the list of books and prices.

(Be sure to use align tab for the prices.)

2-7

2-8

2-9

4. Use overstrike, insert, and delete to fix any typos.

5. Print a copy.

6. Edit the text to make the following changes:

In line 13, change *best* to *newest*.

In line 17, insert the word *Particle* before *Physics*.

In the last paragraph (beginning at line 43):

- Use the quick margin change feature to change the left margin to position 2.0.
- Edit the tab line and place an indent tab at position 1.5.
- Make each sentence into a separate paragraph. (HINT: Insert a paragraph symbol between the two sentences.)

2-9

7. Print the revised text.

8. Shut down the system.

New Scientific Titles ¶
from ACME PUBLISHING COMPANY ¶

¶
Acme continues its commitment to publishing the most recent research for discerning scientists. ¶

¶
Our new titles represent some of the best work published by the scientific community. For its Spring catalog, Acme is especially pleased to be offering works in Physics and Molecular Biology. ¶

¶

NEW TITLES THIS SPRING ¶

¶

/" "T" AND "-T" IN HIGH-SPEED ¶
IRRADIATION ' 39.95 ¶

¶

/" BAINBRIDGE'S WHOLE CATALOG ¶
OF ENZYME MOLECULES ' 285.95 ¶

¶

/" PHOTON INTERACTION WITH ¶
PINEAL HORMONES ' 27.50 ¶

¶

To order our Spring Catalog, fill out the enclosed name and address form. Take advantage of Acme's unique membership plan for accredited scientists. ¶

Figure 3-1

Goals, Materials, and Instructions

Goals

In Lesson 3, we will concentrate on two goals:

1. How to work with pages
 - Moving the cursor through a document
 - Using automatic pagination
 - Forcing a new page
2. How to work with blocks
 - Defining a block
 - Deleting, moving, and recalling a block
 - Adjusting a block

Materials

To complete Lesson 3, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix I of the *SuperSCRIPSIT Reference Manual*.
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready.

1. Make sure that the Model III is *off* and that all peripherals (printer, expansion drives, etc.) are *on*.
2. Start up the Model III and load SuperSCRIPSIT.
3. When the Main Menu appears on the screen, come back to the tape.

Figure 3-2

Typing Assignment

1. The Open Document Options

When you open the GRANT document, fill in the fields with the information shown:

Document name:	GRANT	-----
Author:	MORRIS JONES	-----
Operator:	YOUR NAME	-----
Comments:	RESEARCH PROPOSAL	-----
Printer type:	DW2	-----
Lines per page:	54	(4-99)
Pitch:	P-	(1-2Ø or P)
Linespacing (to 3+, "+ "= 1/2):	2-	
1st page to include header:	1--	(1-999)
1st page to include footer:	1--	(1-999)

2. The Margin and Tab Settings

When the blank page appears on the screen, use the tab line editing function to set these margins and the indent tab:

Left margin	1.5
Right margin	6.Ø
Indent tab	2.Ø

3. The Text

Type the following text. Press **ENTER** to create a paragraph where shown.

¶
¶
¶
¶
¶
¶
¶
¶
¶
¶
¶
¶
¶

PROPOSAL FOR THE DEVELOPMENT ¶
OF COMPUTER PROGRAMS TO ASSIST IN ¶
OCCULT STUDIES ¶

¶
¶

In the years since 1970, sporadic attempts have been made to combine computer technology with the age old practices of divination. Perhaps the most promising computer application to occult studies is the programmed oracle. ¶

Computer development of horoscopes is perhaps the best-known effort to combine information technology with occult divination. Few will dispute the success of the better programs in alleviating the tiresome and time consuming task of plotting charts. But to date, no program has been able to interpret charts to the satisfaction of serious astrologers. In my view, the I Ching, or "Book of

Changes," is far more computer-applicable than astrology. ¶

In his best-selling book POWERS OF MIND, author Adam Smith recounts the efforts of Stanford's Department of Economics to predict the stock market with a computerized version of the I Ching. ¶

In the computer program written for the Stanford experiment, the sixty-four hexagrams of the I Ching were entered as data statements. Then the program used random numbers to assign hexagrams to various companies. The analysts interpreted the hexagrams in simple terms of success or failure and compared the predictions to the stocks' performances. ¶

The first predictions were astoundingly accurate. The I Ching's predictions out-distanced the more relied upon technical and economic indicators. When the results were announced, eyebrows were raised, but the department allocated funds to continue the research. With each subsequent forecast, however, the I Ching program grew less reliable. The predictions finally leveled off to random probability. ¶

One programmer, however, was bright enough to ask the I Ching program why its accuracy was in decline. The answer: ¶

¶

"Even a good hunter cannot find game in an empty field." ¶

¶

Mr. Smith assesses the failure of the experiment in the light of Carl Jung's preface to the Wilhelm I Ching. Jung suggests that the I Ching performs best in a specific situation:¶

¶

1. When the individual seeks guidance from the oracle. Jung coins the term "synchronicity" to explain the relation between the situation of the inquirer and the hexagram suggested by the oracle. According to Jung, the "common sense" notion of cause and effect may stem as more from myth than truth.¶

¶

2. When the individual projects his current concerns on the image of the hexagram and interprets it in that light.¶

¶

Both situations were absent in the Stanford experiment.¶

I propose that a computer program using random numbers could be devised to fulfil both conditions.¶

It's time that the venerable Book of Changes entered the computer age.¶

Figure 3-3

How to Move the Cursor Through Text

- [V]** or **[→]** + **[V]** moves the cursor to the *next* video page. A video page is a "screenful" (14 lines).
- [↑]** or **[←]** + **[V]** moves the cursor to the *previous* video page.
- [↓]** or **[→]** + **[P]** moves the cursor to the *next* printed page. A printed page is the number of lines specified by the Lines per page option in the Open Document Options.
- [↑]** or **[←]** + **[P]** moves the cursor to the *previous* printed page.
- [↓]** or **[→]** + **[S]** moves the cursor to the *next* occurrence of the specified search string.
- [↑]** or **[←]** + **[S]** moves the cursor to the *previous* occurrence of the specified search string.
- [↓]** or **[→]** + **[N]** moves the cursor to the page number you type in answer to the prompt.
[↑] or **[←]**

How to Use the Page Number Instruction to Move the Cursor

1. Hold down **[↓]**, **[↑]**, **[→]**, or **[←]** and press **[N]**. The following prompt appears:

Document page number on which to place cursor (1-999)?

The page that the cursor was on appears in the field after the prompt.

2. Type the page number you want to see and press **[ENTER]**. The cursor moves to the page specified.

How to Use the Search Instruction to Move the Cursor

Use the search instruction to locate a specific word or phrase in the document.

1. To find the *next* occurrence of a word or phrase, hold down **[↓]** or **[→]** and type **[S]**. To find the *previous* occurrence of a word or phrase, hold down **[↑]** or **[←]** and type **[S]**. The following prompt appears:

Enter search string:-----

2. Type the word or phrase that you want to find *exactly* as it appears in the document, and then press **[ENTER]**. The cursor moves to the nearest occurrence of the word.
3. To find the *previous* occurrence of the same word or phrase, hold down **[↑]** or **[←]** and press **[S]** and **[ENTER]**. To find the *next* occurrence of the same word or phrase, hold down **[↓]** or **[→]** and press **[S]** and **[ENTER]**.

Note

The system retains the search string in memory until you enter a new string or turn off the system.

Figure 3-4

Editing Assignment

Change
linespacing
to one
and a half.

PROPOSAL FOR THE DEVELOPMENT
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OCCULT STUDIES

In the years since 1970, sporadic attempts have been made to combine computer technology with the age old practices of divination. ~~Perhaps the most promising computer application to occult studies is the programmed~~

Move the
last ff
here.

~~oracle.~~
→ Computer development of horoscopes is perhaps the best-known effort to combine information technology with occult divination. ~~Few will dispute the success of the better programs in alleviating the tiresome and time consuming task of plotting charts.~~ But to date, no program has been able to interpret charts to the satisfaction of serious astrologers. In my view, the I Ching, or "Book of

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One programmer, however, was bright enough to ask the I Ching program why its accuracy was in decline. The answer:

"Even a good hunter cannot find game in an empty field."

Indent
quote:
left margin 2.5
right margin 5.5
change it to
single space.

Mr. Smith assesses the failure of the experiment in the light of Carl Jung's preface to the Wilhelm I Ching. Jung suggests that the I Ching performs best in a specific situation:

1. When the individual seeks guidance from the oracle. Jung coins the term "synchronicity" to explain the relation between the situation of the inquirer and the hexagram suggested by the oracle. According to Jung, the "common sense" notion of cause and effect may stem as more from myth than truth.

2. When the individual projects his current concerns on the image of the hexagram and interprets it in that light.

Adjust these numbered P's to match the quote on the previous page.

Both situations were absent in the Stanford experiment.

I propose that a computer program using random numbers could be devised to fulfil both conditions.

Move this P to page 1 where shown.

It's time that the venerable Book of Changes entered the computer age.

Figure 3-5

Working With Blocks

SuperSCRIPSIT's block-action commands provide you with a wide range of editing capabilities. The basic steps are simple. You define any amount of text as a block, and then you choose the desired block-action command.

Two Ways to Define a Block

Cursor Position

1. Position the cursor at the beginning of the text you want to define.
2. Hold down **@** and type **S** for "start." A | appears in the text to mark the starting point of the block.
3. Position the cursor at the end of the text you want to define.
4. Hold down **@** and type **E** for "end." A | appears in the text to mark the ending point of the block.

Text Quantity

In most cases, you will want to use this method to define a block.

1. Position the cursor at the beginning of the text you want to define.
2. Hold down **@** and press **X**. This prompt appears:
Word, Sentence, paraGraph, Page, End-of-text, Block-action?
3. Define the amount of text you want to be included in the block by pressing any combination of these letters:
 - W** to define one word at a time.
 - S** to define one sentence at a time.
 - G** to define one paragraph at a time.
 - P** to define one page at a time.
 - E** to define all the text from the cursor position to the end of the document.

As you begin to define the block, a | appears at the start of the block. Each time you specify an amount of text, the cursor moves to the end of it to show you how much text you have defined.

4. When you finish defining the text, type **B** to bring the list of block-action commands to the screen, or press **BREAK** to define the block and return the cursor to the text area. A | appears at the end of the block.

How to Select a Block-Action Command

1. If you used **@ S** and **@ E** to define the block, hold down **@** and type **B** for "block."

or

If you used **@ X** to define the block, just type **B**. The following prompt appears in the status line:

Delete Copy Move Adjust Search Freeze Hyph Print Linespace?

2. Type the first letter of the function you want to perform:

Delete. When you type **D**, a new prompt appears in the status line:

You have asked to remove this block. Are you sure (Y or N)?

Type **Y** to delete the block. Type **N** to cancel the delete and to return the cursor to the text.

Copy. When you type **C**, the block remains on the screen. The program copies the block onto the diskette.

To recall the block, position the cursor where you want the copy of the block to appear. Hold down **@** and type **R** for "recall." The block is inserted at the cursor position.

Move. When you type **M**, the block is deleted from the text but saved onto the diskette.

To recall the block, position the cursor where you want the saved block to appear. Hold down **@** and type **R** for "recall." The block is inserted at the cursor position.

Adjust. When you plan to use the adjust command, position the cursor on the model paragraph before using **@ B** or **B** to choose the block-action commands.

When you type **A**, the format of the block (margins, tabs, and linespacing) is changed to match the format of the paragraph where the cursor is positioned.

Search. This option enables you to search a block for all occurrences of a word or phrase and then replace, delete, or find it. The option will be thoroughly covered in Lesson Six.

Freeze. When you type **F**, the following prompt appears in the status line:

Freeze or Unfreeze block (F or U)?

Type **F** to freeze the block. Type **U** to unfreeze the block.

Once a block is frozen, you cannot delete or insert text in the block or change its format or linespacing until you freeze it.

Hyph. This option enables you to make sure the maximum number of characters prints on each line. When you use this option, the program presents you with hyphenation decisions. This option will be thoroughly discussed in Lesson Six.

Print. When you type **P**, the default print options appear on the screen. To print the block with the default print options, press **ENTER**. The block is printed.

Linespace. When you type **L**, the following prompt appears in the status line:

New linespacing value for this block (use "+" for 1/2)?

Type in the new linespacing for the block.

1		for single-space
1	+	for space and a half
2		for double-space
2	+	for two and a half
3		for triple-space
3	+	for three and a half

If you type two characters (for example, 1+), the instruction is completed automatically. If you type one character (for example, 3), press **ENTER** to complete the instruction. The linespacing for the block will be changed.

If you use the linespace block-action command to change the linespacing for the entire document, the document prints with the new linespacing, but the line number indicator does not reflect the new spacing. To recalibrate the line number indicator to reflect the new linespacing, bring the Open Document Options for the document to the screen, and answer the Linespacing Option with the new linespacing.

Figure 3-6

Summary Exercise

- | | Figure |
|--|--------|
| 1. Choose the Open Document Option and re-open the GRANT document. | 3-2 |
| 2. Define the document as a block, and change the linespacing to double-spacing. (You will have to "work around" the frozen blocks.) | 3-5 |
| 3. Change the margins for one paragraph; then use the adjust command to reformat the entire document:

Change the left margin to 1.0.
Change the right margin to 7.0.
Change the indent tab to 1.5.

(Again, you will have to "work around" the frozen paragraphs. Also, since the centered paragraphs are adjusted as well, you will have to re-center them.) | 3-5 |
| 4. Move and delete the text as shown on the Editing Assignment for this figure. (Note: To delete text in a frozen paragraph, you will have to first "un-freeze" the paragraph. After you have completed the deletion, freeze the paragraph again.) | 3-5 |
| 5. Print the revised document and compare it with the confirmation printout beginning on page 44. If your document is different, edit it to conform with the confirmation printout. Print out a final copy. | |
| 6. Quit the document. If you are not going directly to Lesson Four, shut down the system. | |

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Figure 4-1

Goals, Materials, and Instructions

Goals

In Lesson 4, we will concentrate on two goals:

1. Using the printer control codes

- Bold
- Underscore and double-underscore
- Superscripts and subscripts
- Strike-through
- Pause print
- Top of form

2. Using the Print Text Options

- Paper size
- Pause between pages
- Method of justification
- Number of copies
- Display codes
- Suppress widow lines
- Column to start printing

Materials

To complete Lesson 4, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix 1 in your *SuperSCRIPSIT Reference Manual*.
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

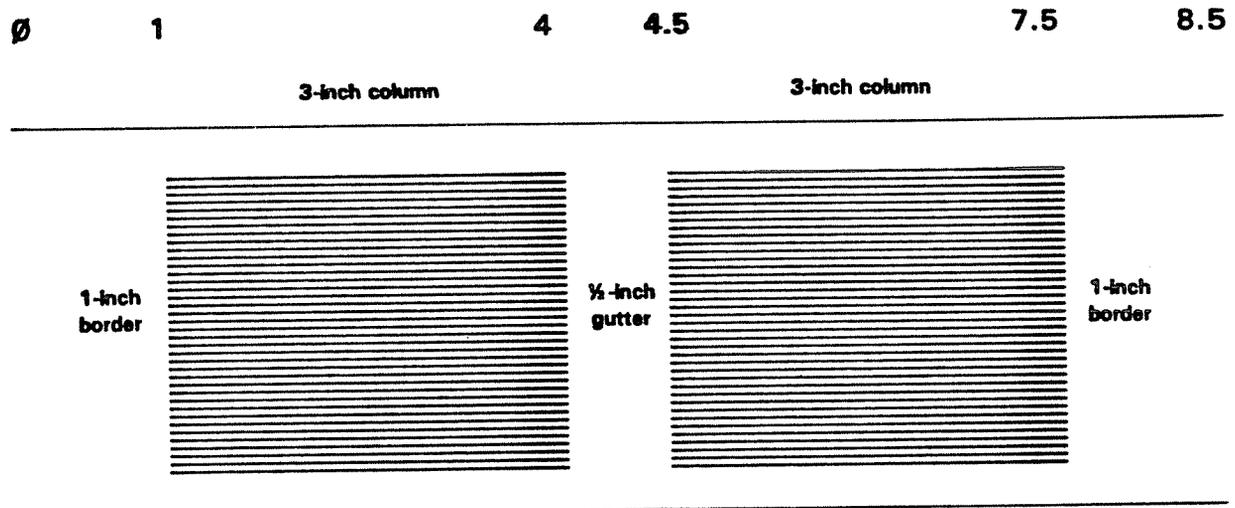
Follow these instructions to get ready for Lesson 4:

1. Turn on the Model III and use your Backup to load SuperSCRIPSIT.
2. Choose the open a document function from the Main Menu, and request the prerecorded DEMO document.
3. When the Open Document Options for the DEMO document appear on the screen, restart the tape.

Figure 4-2

Preparing the PRINTING Document

Plan the Column Margins



Open the PRINTING Document

1. Return to the Main Menu.
2. Type **O** to choose the open a document function.
3. Type **P R I N T I N G** to answer the prompt Name of document to open.
4. Answer the options as shown below:

Option	Field
Document name:	PRINTING -----
Author:	RADIO SHACK -----
Operator:	YOUR NAME -----
Comments:	LESSON FOUR/PRINT CODES -----
Printer type:	DW2-----
Lines per page:	66 (4-99)
Pitch:	P- (1-2Ø or P)
Linespacing (to 3+, "+" = 1/2):	1+
1st page to include header:	1-- (1-999)
1st page to include footer:	1-- (1-999)

Set the Margins and Tabs for the Left Column (Page One)

Edit the tab line:

Left margin	1.5
Right margin	4.5
Indent tab	Delete it
Regular tabs	1.2 and 3.2 only

When you have finished, restart the tape.

Figure 4-3

The Left Column (Page One)

Ⓒ+ Super Printing With SuperSCRIPSIT Ⓒ+ ¶

¶

Radio Shack's new word processing program for the Model III, Super SCRIPSIT, has some remarkable printing features. ¶

Bold and centered

¶

For example, proportional spacing with justification is the default option! Ⓒ- ¶

Ⓒ- underscore

Proportional spacing in combination with the Madeleine print wheel creates an almost "print quality" printout. In fact, this demonstration document has been reproduced from camera ready copy typed with my new SuperSCRIPSIT program. ¶

¶

Personally, I am fond of the many print codes available. Those of you who need to type financial information will find double underscore and align tab useful: ¶

¶

Ⓒ+ Widgets Sold Ⓒ+ ¶

Bold and centered

¶

\ June' 42.56 ¶

\ July' 685,473.59 ¶

\ August' 1,473.99 ¶

\ September' Ⓒ- 1,248,483.00 Ⓒ- ¶

underscore

¶

\ TOTAL' Ⓒ= 1,935,473.14 Ⓒ= ¶

double underscore

¶

And for those of you who are fond of bold-face print, SuperSCRIPSIT is a dream come true. ¶

Figure 4-5

Print Codes

When you want to print text underscored, double-underscored, bold, and so on, you type a print code. You type the code *before* the text to turn *on* the special print function and then type the code *after* the text to turn *off* the special print function. Each print code takes up two spaces on the screen but takes up no space on the printout.

Underscore. Before and after the text you want to underscore, type **CLEAR** **-**. ©- will appear on the screen.

Double-underscore. Before and after the text that you want to double-underscore, type **CLEAR** **=**. ©= will appear on the screen.

Bold. Before and after the text you want to print bold, type **CLEAR** **+**. ©+ will appear on the screen.

Strike-through. Before and after the text you want to strike-through, type **CLEAR** **/**. ©/ will appear on the screen.

Superscript. Before the text you want to print *above* the line, type the superscript code to make the printer print half a line higher: Type **CLEAR** *****. Then type the text and the subscript code to bring the printer back down to the normal point line: Type **CLEAR** **.**. For example:

©*Super©·script

Subscript. Before the text you want to print *below* the line, type the subscript code to make the printer print half a line lower: Type **CLEAR** **.**. Then type the text and the superscript code to move the printer back up to the normal print line: Type **CLEAR** *****. For example:

©.Sub©* script

Top of Form. To make the printer roll the paper up to the top of the page, type **CLEAR** **>** as the first character of the next column. ©> appears on the screen. If you use the top of form code to print multicolumn documents, make sure that you use the same value for both the Lines per page and the Paper size.

Pause printout. To stop the printer during printout, type **CLEAR** and **?** at the point in the text where you want the printer to stop. ©? appears on the screen. When the printer encounters the code, it will stop printing and display this prompt:

Do you wish to continue printing (Y or N)?

Type **Y** to continue. Type **N** to cancel the print job.

This code is useful for print wheel changes.

Figure 4-6

Print Text Options

When you command SuperSCRIPSIT to print, the Print Text Options appear whether you are working with a document or a block.

```
***** SCRIPSIT—PRINT TEXT OPTIONS *****
Document name: -----
Paper size:    66      (1-99)
Pause between pages: Y      (Yes/No)
Begin numbering as page: 1--- (1-9999)
Method of justification: P      (Proportional/Mono/None)
Number of copies: 1-      (1-99)
Display codes: N      (Yes/No)
Suppress widow lines: N      (Yes/No)
Column to start printing: 1-- (1-132)
```

Choosing the Print Text Options

To choose a particular option, use and to move the cursor to the field for the option. Then type the characters or numerals to specify the option you want.

To edit an option, use to clear the entire field, use to delete a single character, or use to insert characters.

To cancel all the options and the print job, press .

To lock in the options and begin printing, press .

The Print Text Options

Document name. This field displays the name of your document.

Paper size. Use this option to specify the length in lines of the paper you will print on. There are six lines to the inch. (11-inch paper is 66 lines long. 14-inch paper is 84 lines long.)

is the default specification.

Pause between pages. If you choose for "yes," SuperSCRIPSIT will stop printing after each page, and this message will flash on the screen:

Do you wish to continue printing (Y or N)?

Insert a sheet of paper in the printer and type to continue printing. Type to cancel the print job.

If you choose for "no," SuperSCRIPSIT will advance the next page and continue printing automatically. Use this option to print with a sheet feeder or on continuous form paper. is the default option.

Begin numbering as page. Use this option when printing with headers and footers to specify the number you want for automatic page numbering. We will discuss it fully in the next lesson.

Method of justification. Justified text is printed with an even right margin. SuperSCRIPSIT offers you two methods of justification. You can also choose to print without justification.

- If you type **[P]** to choose the proportional method, SuperSCRIPSIT inserts partial spaces, or units, between the words to even up the right margin.
- If you type **[M]** to choose the mono method, SuperSCRIPSIT inserts whole spaces between words to even up the right margin. (You should choose this option if you want to justify a document typed with a pitch other than proportional.)
- If you type **[N]** for "none," SuperSCRIPSIT does not justify the text.
[P] is the default option.

Number of copies. Use this option to specify how many copies of the document you want to print.

[1] is the default option.

Display codes. If you type **[N]** for "no," the codes on the screen do not print. If you type **[Y]** for "yes," SuperSCRIPSIT prints the codes that appear when you turn on view mode:

! prints as \$	\ prints as \
\ prints as \	⊕ prints as ~ +
⊕/ prints as ~/	⊕= prints as ~ =
⊕- prints as ~-	⊕> prints as ~>
⊕* prints as ~*	⊕. prints as ~.
⊕? prints as ~?	

The print codes do not function when you print with the display codes option. The **^** (force new page) code cannot be printed. It does function, however, with this option.

[N] is the default option.

Suppress widow lines. Most typists try to avoid stranding the first line of a new paragraph at the bottom of a page. They also avoid leaving the last line of a paragraph at the top of a page. Such stranded lines are called widows.

If you type **[Y]** for "yes," SuperSCRIPSIT will avoid widows, either by printing an extra line at the bottom of a page or by printing one less line at the bottom of a page. If you type **[N]**, SuperSCRIPSIT ignores widow lines.

[N] is the default option.

Column to start printing. You can use this option to specify a different starting point on the printer.

SuperSCRIPSIT counts from the column position to the left margin. For example, if the column position is set at 1, and the left margin is set at 1 (1 inch), SuperSCRIPSIT will start counting to the left margin from position 1 on the pitch scale. Your left margin will then print at position 10. But if the column position is set at 20, and the left margin is set at 1, SuperSCRIPSIT will start counting to the left margin from position 20 on the pitch scale. Your left margin will then print at position 30.

[1] is the default option.

Figure 4-7

Summary Exercise

Figure

Reopen the PRINTING document and edit it to print in a *three-column* format. An example follows.

1. Open the document and change the options as necessary. Calculate the lines per page so that there is $2\frac{1}{2}$ inches of border space to split between the top and bottom borders. To compute the number of lines per column, subtract the border from the length of the paper and multiply that number by six lines per inch. (Remember, when you print, you will insert the paper in the printer sideways.)
2. Edit the tab lines for the 3 pages (columns). Calculate the margins for the columns so that they will print with a $\frac{1}{2}$ -inch gutter. (HINT: Each column will be 3 inches wide.) Remember to carry over the tabs for the new "Widget" page. 4-2
3. Use block-action commands to reformat the text where necessary.
4. Edit the print codes as shown in the following example. (Remember to delete the old top of form codes and insert the new ones at the top of each page.) 4-5
5. Print the edited document.

Edited Document in Three-Column Format

Super Printing With SuperSCRIPT

Radio Shack's new word processing program for the Model III, SuperSCRIPT, has some remarkable printing features.

For example, proportional spacing with justification is the default option! Proportional spacing in combination with the Madeleine print wheel creates an almost "print quality" printout. In fact, this demonstration document has been reproduced from camera ready copy typed with my new SuperSCRIPT program.

Personally, I am fond of the many print codes available. Those of you who need to type financial information will find double underscore and align tab useful:

Add \& to make "widgets" start on page 2.

Widgets Sold

June	42.56
July	685,473.59
August	1,473.99
September	<u>1,248,483.00</u>
TOTAL	<u>1,935,473.14</u>

Delete \&

And for those of you who are fond of bold-face print, SuperSCRIPT is a dream come true.

Other SuperSCRIPT Special Print Features

If you are a person who types scholarly or scientific documents you'll find subscripts and superscripts easy to work with.

You may want to say that "Bainbridge claims that the Hundred Year's War lasted only 99 years."

Delete \&

SuperSCRIPT helps you out with a superscripted footnote.

On the other hand, if you need to write scientific notation, you can use both superscripts and subscripts, ranging from the familiar:

$$H_2O \quad \text{bold}$$

$$X=C^2(W \cdot L^{23}/(-T^X - V1) \cdot W_{O3})$$

to the bizarre:
There is also a print code that enables you to print "strike-through" text:
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@

You can also type a code to pause printout. This is helpful if you want to change paper or print wheels. Finally, SuperSCRIPT even gives you the capability to design your own customized print codes.

Figure 5-1

Goals, Materials, and Instructions

Goals

In Lesson 5, we will concentrate on two goals:

1. Finishing a document

Headers and footers
Page numbering
Pagination considerations

2. File management

SuperSCRIPSIT Directory
SuperSCRIPSIT file function: COMPRESS
TRSDOS Directory
TRSDOS file commands: COPY, RENAME, KILL

Materials

To complete the lesson, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix 1 of your *SuperSCRIPSIT Reference Manual*.
- Your Backup of the SuperSCRIPSIT Program Diskette.
- An extra diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready for the lesson:

1. Turn on the Model III and load SuperSCRIPSIT.
2. Choose the open a document function from the Main Menu, and request the prerecorded CATALOG document.
3. Bring page one of the CATALOG document to the screen.
4. Restart the tape.

Figure 5-2

Header and Footer Text for the Catalog

The Header

Lamar Junior College Extension Division ¶

The Footer

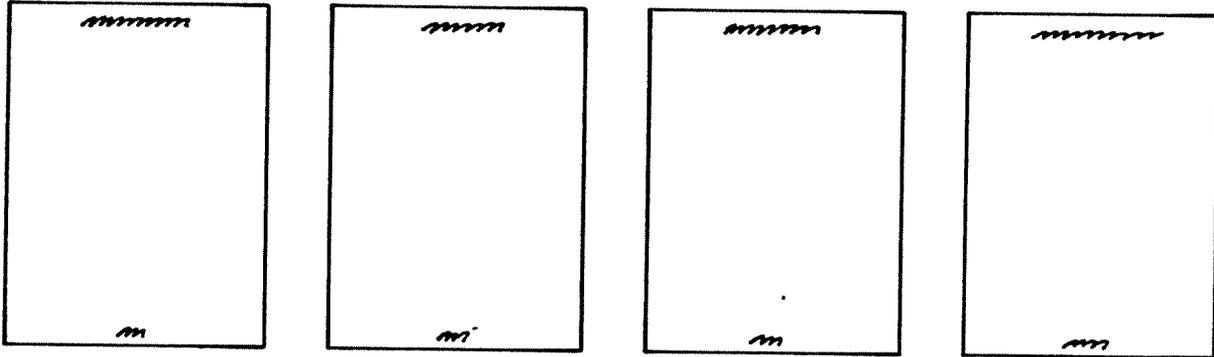
¶

Fall Catalog -- 1985 ¶
Page ©p ¶

Figure 5-3

Headers and Footers

Headers are lines of text that print at the top of a page. Footers are lines of text that print at the bottom. You can use either a header or footer to request automatic page numbering for your printout.



SuperSCRIPSIT supports two headers and two footers per document. This provides you with flexibility in deciding how you want to print your headers and footers. For example, you can print one header on all even-numbered pages and another on all odd-numbered pages. If you want a header or footer to print on *all* pages of a document, prepare just one header or just one footer.

How to Create a Header or Footer

1. Hold down **↑**, **↓**, **→**, or **←** and type **H** to request a header page or **F** to request a footer page. This prompt appears:

Print on Even or Odd numbered pages (E or O)?

2. Type **E** to request a header or footer page for even-numbered pages. Type **O** to request a header or footer page for odd-numbered pages. If you want only one header or footer, type either **E** or **O** (it doesn't matter which). The requested header or footer page then appears on the screen. The tab line and status line of the header or footer page are identical to that of the document.
3. Type the text you want for your header or footer. If you want different margins for your header or footer, you can edit the tab line. You can also use the block-action command if you want the header or footer to print with a different linespacing.

The maximum length of a header or footer is 768 characters.

4. Record your header or footer and return to the document. Hold down **↑**, **↓**, **→**, or **←** and type **L** for line number or type **N** for page number. If you use arrow **L**, this prompt appears:

Document line number on which to place cursor (1-65535)?----

If you use arrow **N**, this prompt appears:

Document page number on which to place cursor (1-999)?---

In the field you see the number of the page you were on when you requested the header or footer page.

Press **ENTER** to return to the page you were on, or type a page number and press **ENTER** to return to a specific page.

How to Request Automatic Page Numbering

You request automatic page numbering by typing a print code in the header or footer.

- 1. Make sure a header or footer page is on the screen.**
- 2. At the place in the header or footer where you want the page number to appear, press **CLEAR** and then type a (lower case) **p**. You will see ©p on the screen.**
- 3. Record the header or footer page. When SuperSCRIPSIT encounters the print code, it prints the current page number.**

Figure 5-4

How to Print With Headers and Footers

If you have prepared header or footer pages for a document, SuperSCRIPSIT provides you with two options for printing them.

1. First page to include a header or footer.
2. Begin numbering as page.

First Page to Include Header or Footer

You can use the Open Document Options to specify the first page on which you want your header or footer to print.

Option	Field
***** SCRIPSIT - OPEN DOCUMENT OPTIONS *****	
Document name:	-----
Author:	-----
Operator:	-----
Comments:	-----
Printer type:	DW2----
Lines per page:	52 (4-99)
Pitch:	P- (1-2Ø or P)
Linespacing (to 3+, "+" = 1/2):	1+
1st page to include header:	1-- (1-999)
1st page to include footer:	1-- (1-999)

Sometimes you don't want to begin your header or footer on the first page. For example, if page 1 of your document is a title page, you probably want to begin printing the headers or footers on page 2. In the field for the header or footer option, type the number of the first page where you want the header or footer to print. is the default option.

Begin Numbering as Page

You can use the Print Text Options to specify the first number to print when SuperSCRIPSIT numbers your pages.

***** SCRIPSIT - PRINT TEXT OPTIONS *****	
Document name:	-----
Paper size:	66 (1-99)
Pause between pages:	Y (Yes/No)
Begin numbering as page:	1--- (1-9999)
Method of justification:	P (Proportional/Mono/None)
Number of copies:	1- (1-99)
Display codes:	N (Yes/No)
Suppress widow lines:	N (Yes/No)
Column to start printing:	1-- (1-132)

Sometimes you may want to begin your automatic page numbering with a number other than 1. For example, if you are printing Chapter 2 of the "great American novel," you want to begin numbering the pages from where you left off in Chapter 1. SuperSCRIPSIT

will number each succeeding page consecutively. For example, if you number the first page as 32, SuperSCRIPSIT will number the next page as 33, the one after that as 34, and so on. Then, in the field for the "Begin numbering as page" option, type the number you want SuperSCRIPSIT to begin with as it numbers your pages.

is the default option.

Figure 5-5

Confirmation Printout

Compare your printout with the one that follows. If there are major differences, edit the CATALOG accordingly and reprint it.

If your printout is similar, restart the tape and we will begin our discussion of file management.

Lamar Junior College Extension Division

Medley Lamar Junior College
Curriculum of
Continuing Adult Education

Fall Catalog
1983

Since 1969, Lamar Junior College has emphasized adult education. If your interests are practical, you may want to enroll in one of Lamar's courses on real estate, accounting, or business administration. Or, if your interests are cultural, you may want to take a course in photography, art, creative writing, or music.

Program for Better Living

This year we have added a new category of courses to our continuing education program. The "Program for Better Living" offers courses for those who want to explore the inter-personal problems and solutions that confront us in the 1980's. For example, Therapist Mabel Summer will teach "Learning to Live With Divorce," a working seminar for those of you who want to learn to cope with loneliness and the "newly single" experience.

The Guest Lecture Series

In addition to our regular courses, Lamar will continue its popular "Wednesday Night Lecture Series," featuring prominent speakers from the arts, business, and industry. Some of the lecturers scheduled for the coming year are

FALL CATALOG — 1983
PAGE 1

Lamar Junior College Extension Division

Britt Eckland, Joseph Cotton, Galway Kinnel, Donald MacHenry, and Judith Crist.

To register for any of Lamar's exciting offerings, just clip the coupon, fill in the course or series of your choice, and mail it to Lamar.

FALL CATALOG — 1983
PAGE 2

Lamar Junior College Extension Division

Wednesday Night Lecture Series

Britt Eckland October 14

Ms. Eckland provides a candid glimpse of her life in the movies. Her lecture reveals the lives "behind the scenes" in "Tinseltown."

Donald MacHenry October 21

United States Ambassador to the UN during the Carter Administration, Donald MacHenry, discusses the Diplomacy of Containment versus the Human Rights Diplomacy of the Carter Administration. Mr. MacHenry places special emphasis on U.S. policies in Africa.

To Be Announced October 28

Joseph Cotton November 4

Academy Award winner Joseph Cotton entertains and informs during his anecdotal retrospective of forty years in the cinema. Mr. Cotton will show film clips and "outtakes" of Citizen Kane and The Magnificent Ambersons.

Galway Kinne! November 11

Winner of the National Book Award, poet Galway Kinne! reads from his selected poems.

FALL CATALOG — 1985
PAGE 3

Lamar ~~Junior~~ College Extension Division

To Be Announced November 18

Judith Crist November 25

Nationally known film critic Judith Crist (TV Guide) discusses "The New Escapism in the Cinema." Americans of the Depression craved lavish spectacles and musicals. In our own time, "fantasy adventures" of the Star Wars would claim the biggest box office share. Ms. Crist explores the connection between entertainment and the economy.

To Be Announced December 2

FALL CATALOG — 1985
PAGE 4

Lamar Junior College Extension Division

BUSINESS, ECONOMICS, AND REAL ESTATE

Starting Your Own Small Business at Home

Harrison Rainey, owner/operator of one of Smallville's most successful mail order businesses, offers practical, no-nonsense advice of interest to anyone who wants to start a small business. How to develop and test your product, how to develop a mailing list, how to ship, and how to take advantage of low-cost advertising are just a few of the topics that Mr. Rainey will cover.

Tuesdays at 8:30 PM \$125

Introduction to Accounting

Ever wanted to read a balance sheet or a profit and loss statement — to understand terms such as amortization and depreciation? This practical accounting course is designed for anyone who wants a working knowledge of accounting. Not designed for those working toward CPA certification, the course is for those interested in increasing their understanding of financial terms and documents. The instructor is Mat Beverfeld, CPA.

Mondays at 9:15 PM \$95

Getting Started in Real Estate

Pam Shelby, Chairperson of Smallville's Board of Realtors, teaches this introduction to real estate. The course

FALL CATALOG — 1983
PAGE 5

Lamar Junior College Extension Division

provides guidance in preparing for a career in real estate, full or part-time. Mrs. Shelby discusses the state Real Estate Board Exam, the two forms of certification required, and the problems and advantages of starting a real estate career in the Smallville market.

Wednesdays at 7:15 PM \$115

Preparing for the State Real Estate Board Exam

Pam Shelby helps those who are about to take the state Real Estate Boards. Not intended as a general real estate course, the seminar is designed to prepare broker candidates for the state boards. Students take sample tests and Mrs. Shelby grades and discusses the results. Calculator required.

Thursdays at 8:45 PM \$115

Consumers' Guide to Banking and Investment

Bernie Gertler helps you to untangle the complex variety of investment vehicles such as Treasury Notes, Certificates of Deposit, Mutual Funds, Retirement Accounts, Bonds, Municipal Bonds, Stocks, Precious Metals, and Commodities Futures. Mr. Gertler does not claim to prepare you for a career on Wall Street, but he will acquaint you with the many investment opportunities available to the small investor.

Thursdays at 8:45 PM \$115

FALL CATALOG — 1983
PAGE 6

Lamar Junior College Extension Division

ARTS AND LEISURES

Photography for Beginners

If you don't know the difference between a shutter speed and an "f-stop," then this is the course for you. Murray Lichtbalm starts at the beginning and explains the fundamentals of photography: light and lenses, film, focus, shutter speeds, and f-stops. Mr. Lichtbalm demonstrates some of the many cameras available, from the popular Polaroid and Instamatic to the more sophisticated Hasselblad and Leica.

Saturdays at 2:00 PM \$165

Advanced Photography

If you have taken Murray Lichtbalm's first course, or if you are a self-taught photographer and want to learn more about depth of field, film speed, artificial lighting, and darkroom technique, then you should sign up for Mr. Lichtbalm's advanced course. 35 mm camera and wide-angle lens required.

Sundays at 2:00 PM \$165

Dance Your Way to a Healthy Body

In one of our most popular courses, Hannah Windsong shows you how to exercise and enjoy it. Combining yoga, ballet, tap, and jazz into a harmonious whole, Ms. Windsong

FALL CATALOG -- 1985
PAGE 7

Lamar Junior College Extension Division

demonstrates how enjoyable it is to dance. Be careful, you may find that besides enjoying the dancing, you will lose a few pounds in the bargain.

Tuesdays at 7:15 PM \$225

Going to the Movies

This course, taught by Junior Stein, film critic of the Smallville Dispatch, will help to increase your enjoyment of the movies. Mr. Stein shows some of his favorite films and discusses the cinematic techniques involved. Among the films you will see are Citizen Kane; Frankenstein; The Thirty-Nine Steps; Casablanca; Play It Again, Sam; and Benji, Come Home.

Saturdays at 2:00 PM \$165

Writing Poetry

Local poet Sharon Boswell, author of My Tears Fall Up and Balloons and Other Necessities, conducts this vigorous poetry workshop. During the early classes, each student is required to read at least two original compositions for critique by Ms. Boswell and the class. At the end of term, each student will submit one or more poems for inclusion in an anthology to be published by the class.

Mondays at 9:15 PM \$95

FALL CATALOG -- 1985
PAGE 8

Lamar Junior College Extension Division

Writing Fiction

William Koller, author of Who's Minding the CIA? and The Man Who Forgot to Remember, teaches the practical course in the techniques of narrative fiction. Mr. Koller stresses plot and character development, and is known for his rigorous and challenging between-class assignments.

Thursdays at 8:45 PM \$115

FALL CATALOG — 1985
PAGE 9

Lamar Junior College Extension Division

PROGRAM FOR BETTER LIVING

Learning to Live With Divorce

As the national divorce rate continues to rise, many adults are faced with the traumatic and difficult fact of separation. This course seeks to help recently divorced persons get through the initial stages of divorce. Smallville Therapist Mabel Summer discusses some typical problems confronted by newly divorced persons and suggests coping mechanisms to deal with them.

Wednesdays at 7:15 PM \$115

Succeeding at Family Life

Sociologists differ on the challenges confronting today's family: the increasing number of working women, economic pressures, changing values. Whatever the causes, Family Counselor Bill Tobin believes that family life can be a viable and rewarding life choice. The course focuses on the practical problems of the two-income family, budgets and incomes, household management, and the scarcity of leisure time. Mr. Tobin also works with couples on the more personal aspects of successful family living.

Mondays at 9:15 PM \$95

FALL CATALOG — 1985
PAGE 10

Lamar Junior College Extension Division

Getting the Most Out of Retirement

For many newly retired persons, the so-called "golden years" turn out to be frustrating and disappointing. Cornelius Macgregor, a retired psychoanalyst, debunks some common notions about retirement and suggests some ideas and programs to truly invigorate the golden years.

FALL CATALOG -- 1985
PAGE 11

Figure 5-6

Word Processing Work Flow

SuperSCRIPSIT word processing is a highly efficient way to prepare and revise documents, whether they are one page or many pages in length. Here is a typical word processing work flow.

1. *Input*

Set up the formats (margins, linespacing, lines per page, pitch, etc.) and type the document. It appears on the screen.

2. *Proofread*

Read the document on the screen and make any obvious corrections.

3. *Print Out the First Draft*

Print your document for review. (Printing is also known as making a "hard copy.")

4. *Edit and Revise*

After noting any changes on the hard copy, reopen the document and make the needed changes.

5. *Finish*

Once you have revised your document into final form, add any finishing touches. These can include print codes, headers and footers, and final pagination considerations.

6. *Print*

Print out the final draft of the edited document.

Figure 5-7

Opening a Document on a Diskette in a Specified Drive

When you open a document, SuperSCRIPSIT creates a file for the document on the diskette. The file name is the same as the document name.

In this Training Program, you have used files that were stored on the SuperSCRIPSIT Program Diskette in Drive \emptyset . But if you have two or more disk drives, you can use your additional drives for storing documents. However, whenever you work with SuperSCRIPSIT, the diskette in Drive \emptyset must be a SuperSCRIPSIT Program Diskette.

How to Format a Diskette

Before you can use a diskette on the Model III, it must be formatted. Format is a TRSDOS command that prepares a diskette for use by the Model III. Use format to prepare a blank diskette or to erase everything from a previously used diskette.

1. Make sure that the Model III is on the TRSDOS Ready level. (A program diskette must be in Drive \emptyset .)
2. Type **F O R M A T** and press **[ENTER]**. This prompt appears on the screen:
Format Which Drive?
3. Type the number of the drive you want to use to format the blank diskette and then press **[ENTER]**. For example, if you have two disk drives, insert a blank diskette in Drive 1 and type **1**. (If you only have one disk drive, leave the program diskette in Drive \emptyset and type **\emptyset** .) This prompt appears on the screen.

Diskette Name?

If you are using Drive \emptyset to format, after the above prompt appears, remove the system diskette and insert the diskette to be formatted.

4. Type a name for the diskette and press **[ENTER]**. You may type any combination of 8 letters or numerals. The first character must be a letter. For example, if the diskette is to contain correspondence with XYZ company, you may want to name it XYZCOR. This prompt appears after you press **[ENTER]**:

Master Password?

5. If you want to protect your diskette with a password, type the password you want to use and press **[ENTER]**. (For additional information about passwords, see your Model III *Disk System Owner's Manual*.) This prompt appears after you press **[ENTER]**:

Analyzing Diskette

6. If the diskette is blank, the formatting process begins. If there is data on the diskette, this prompt appears:

Diskette Contains DATA. Use Disk or not?

To begin the formatting process and erase the data on the diskette, type **Y** and press **[ENTER]**. To cancel the format command, type **N** and press **[ENTER]**.

TRSDOS divides the diskette into tracks and sectors. When the formatting is complete, the Model III returns to TRSDOS Ready.

If you format a diskette in Drive \emptyset , after the formatting is complete, insert a program diskette in Drive \emptyset and press **[ENTER]**.

How to Open a Document on a Diskette in a Drive Other Than Drive 0

If you don't tell SuperSCRIPSIT to open a document in a specific drive, the program will assume you want to open it on the SuperSCRIPSIT diskette in Drive 0.

To instruct SuperSCRIPSIT to open a new document on a formatted diskette in another drive:

1. Make sure that the formatted diskette is in the other drive (Drive 1, 2, or 3).
2. From the SCRIPSIT WORD PROCESSING Main Menu, type **0** to choose the open a document function. This prompt and field appear:

Name of document to open?-----

3. Type the name of the document as usual, but at the end, type a colon followed by the number of the drive you want to use. For example, to open a document named NOVEL on a diskette in Drive 1, type **N O V E L : 1**.
4. Press **ENTER**. SuperSCRIPSIT creates a file for your new document on the diskette in the specified drive. The colon and number are not stored as part of the document name.

Figure 5-8

File Management

As you work with SuperSCRIPSIT, you will eventually want to maximize your disk space. For example, as you open and type one document after another, you may find that you have soon filled up many diskettes. To help manage your files in the most economical way, use the SuperSCRIPSIT function COMPRESS and the TRSDOS commands KILL, COPY, and RENAME:

COMPRESS	Rewrites a SuperSCRIPSIT document in the least possible amount of disk space.
KILL	Deletes a file from the diskette.
COPY	Makes a copy of an existing file.
RENAME	Changes the name of a file.

When you edit a document, the document begins to take up extra space on the diskette. The more extensively you edit, the more that unnecessary space accumulates in the file. Let's say that you have edited extensively a document named CHANDLER. It's now finished. You want to store it on a diskette in the economical way.

First, you use the SuperSCRIPSIT compress function to copy the CHANDLER document to a new file named CHAN. Compress rewrites the CHANDLER file onto the CHAN file using the least possible amount of disk space. But now you have two copies of the document: the old, wasteful CHANDLER file and the new, compressed CHAN file. So, you kill the old CHANDLER file and then use RENAME to change the name of the new CHAN file back to CHANDLER.

Compress

Compress rewrites a file to a new file using the least possible amount of space. Before using compress, make sure that your diskette has enough space to hold both the old file and the new, rewritten file.

To compress a document:

1. Bring the SCRIPSIT WORD PROCESSING Main Menu to the screen.
2. Type **[C]** to choose the compress a document function. This prompt appears on the screen:

Existing document to be compressed:

3. Type the name of the document you want to compress, and then press **[ENTER]**. This prompt appears on the screen:

New document to hold compressed text:

4. Type a new name for the document, and then press **[ENTER]**. Normally you should name the new document so you can identify it with the original for example, CHAN for *Chandler*. If you want to compress the document on a diskette in a drive other than \emptyset , after the name type a colon followed by the number of the drive you want to use: for example, **[C][H][A][N]:[1]**.

SuperSCRIPSIT rewrites the existing document onto a new document using the least possible amount of disk space.

Kill

To kill a file:

1. Make sure the prompt TRSDOS Ready appears on the screen.
2. Type the word **K I L L**, a space, and the name of the file you want to delete. For example:

K I L L N O V E L

3. Press **ENTER**.

SuperSCRIPSIT finds the file, wherever it is, and deletes it from the diskette.

Copy

Use the TRSDOS copy command to make a copy of an existing file. You can copy a file from one diskette to another or make a copy of it on the same diskette. (To copy an entire diskette, use the Backup command explained in Lesson 1.)

To copy a file:

1. Make sure the prompt TRSDOS Ready appears on the screen.
2. Type the word **C O P Y**, a space, the name of the file you want to copy, a space, and the name you want to assign to the copied file. For example:

C O P Y C H A N D L E R C H A N

- If you want to copy the file onto a diskette other than the one in Drive 0, after the name of the new file type a colon and the number of the drive you want to copy to. For example:

C O P Y C H A N D L E R : 0 : 1

3. Press **ENTER**.

Note: If you are using one drive, the Model III prompts you to insert Destination diskette and Source diskette. Remember that the diskette containing the original file is the source diskette, and the diskette onto which you are copying is the destination diskette. If you are copying one file to another on the same diskette, just press **ENTER** when either prompt appears.

Rename

To rename a file:

1. Make sure the prompt TRSDOS Ready appears on the screen.
2. Type the word **R E N A M E**, a space, the name of the file you want to change, a space, and the new name you want to assign to the file. For example:

R E N A M E C H A N C H A N D L E R

3. Press **ENTER**.

The Model III finds the file, wherever it is, and renames it.

Figure 5-9

Summary Exercise

- | | Figure |
|--|--------|
| 1. From the TRSDOS Ready level, format a diskette in Drive 1.* | 5-7 |
| 2. From the TRSDOS Ready level, copy the GRANT file to a file named CHING on the formatted diskette in Drive 1.* | 5-8 |
| 3. Load SuperSCRIPSIT and open the CHING document in Drive 1. Delete the force new page code at the beginning of page 2. | |
| 4. Add the headers and footers shown on the next page. Use automatic page numbering for the header. | 5-3 |
| 5. Print the document so that the first page to include a header or footer is page two. Compare your printout with the following Confirmation Document. Make any required changes. | 5-4 |
| 6. Compress the CHING document onto a new file named COMPRES. | 5-8 |
| 7. Kill the old CHING document. | 5-8 |
| 8. Rename the COMPRES document as CHING. | 5-8 |
| 9. Perform some housecleaning on your Backup of the SuperSCRIPSIT Program Diskette: | 5-8 |
| Kill PAGE, GRANT, CARS, BOOKS, DEMO, PRINTING, and CATALOG. | |
| 10. Look at the directory to confirm that the files have been deleted. | |

***NOTE:** If you have only one disk drive, you can perform all the assignments in this figure. Just use Drive 0. When you perform TRSDOS commands such as copy, extra prompts will appear instructing you when to insert the destination diskette and the source diskette. Also, when you complete a TRSDOS command, be sure to replace the SuperSCRIPSIT diskette in Drive 0 and press **ENTER**.

Header and Footer Text for the CHING Document

Header

© + Grant Proposal © + 1
© p 1

Footer

© + Occult Studies © + 1

Confirmation Document

PROPOSAL FOR THE DEVELOPMENT OF COMPUTER PROGRAMS TO ASSIST IN OCCULT STUDIES

Computer development of horoscopes is perhaps the best known effort to combine information technology with occult divination. But to date, no program has been able to interpret charts to the satisfaction of serious astrologers.

In the years since 1970, sporadic attempts have been made to combine computer technology with the age old practices of divination.

It's time that the venerable Book of Changes entered the computer age.

In his best-selling book *POWERS OF MIND*, author Adam Smith recounts the efforts of Stanford's Department of Economics to predict the stock market with a computerized version of the I Ching.

In the computer program written for the Stanford experiment, the sixty-four hexagrams of the I Ching were entered as data statements. Then the program used random numbers to assign hexagrams to various companies. The

Grant Proposal

2

analysts interpreted the hexagrams in simple terms of success or failure and compared the predictions to the stocks' performances.

The first predictions were astoundingly accurate. The I Ching's predictions out-distanced the more relied upon technical and economic indicators. When the results were announced, eyebrows were raised, but the department allocated funds to continue the research. With each subsequent forecast, however, the I Ching program grew less reliable. The predictions finally leveled off to random probability.

One programmer, however, was bright enough to ask the I Ching program why its accuracy was in decline. The answer:

"Even a good hunter cannot find game in an empty field."

Mr. Smith assesses the failure of the experiment in the light of Carl Jung's preface to the Wilhelm I Ching. Jung suggests that the I Ching performs best in a specific situation:

1. When the individual seeks guidance from the oracle. Jung coins the term "synchronicity" to explain the relation between the situation of the inquirer and the hexagram suggested by the oracle.
2. When the individual projects his current concerns on the image of the hexagram and interprets it in that light.

Occult Studies

Grant Proposal

3

Both situations were absent in the Stanford experiment.

I propose that a computer program using random numbers could be devised to fulfill both conditions.

Occult Studies

Figure 6-1

Goals, Materials, and Instructions

Goals

In Lesson 6, we will concentrate on two goals:

1. Saving and recalling tab lines
2. Global changes
 - Search and replace
 - Hyphenation

Materials

To complete the lesson you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix I of your *SuperSCRIPSIT -Reference Manual*.
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready for the lesson:

1. Turn on the Model III and load SuperSCRIPSIT.
2. Open the DINOSAUR document and bring page 1 to the screen.
3. Restart the tape.

Figure 6-2

Reformat and Complete the DINOSAUR Document

Report on the 47th Annual Convention

American Cretaceous Society

Change overall
margins to
1.5" and 7.5"

April 1, 1985

Single-space
all indented
A's.

Although there were no significant discoveries or new theories reported at this year's convention, there was a discernible shift of opinion among the members regarding the two conflicting dinosaur extinction theories.

The so-called Slow Extinctionists, led by Dr. Robert Luxenberg, lost ground this year to the gathering forces of the Quick Extinctionists, led by Dr. Stuart M. Gibson.

Perhaps the best explanation of the Quick Extinction theory is the one put forward by SMU paleontologist Brenda Lake:

1.5
→] Growing evidence suggests that a layer of oxidized ferrous and magnesium dust blankets the earth. It seems reasonable to conclude, therefore, that a small asteroid collided with the earth during the Cretaceous Period and caused a devastating explosion. [6.5
←

1.5 → [The explosion produced an enormous dust cloud that shrouded the earth for a number of years and effectively blocked out the sun. The resulting ecological calamity so quickly disrupted the food chain that the dinosaurs, the dominant life form, starved to death.] ← 6.5

Since the Quick Extinction theory was first proposed, the Slow Extinctionists have regarded the Quick Extinction theory as totally insupportable. Indeed, Maurice Blankenship went so far as to label it "an irresponsible, crackpot theory." However, evidence supporting the cataclysmic collision of a large meteorite or asteroid with the earth about 58,000 years ago quickly mounts. More and more Slow Extinctionists have "crossed the aisle" to join forces with the Quick Extinctionists.

The view of the Slow Extinctionists was defended this year by the esteemed Italian paleontologist, Bronto Saurus, in his paper given on the opening day.

1.5 → [Some of my distinguished colleagues have argued persuasively in favor of the idea that the dinosaurs vanished quickly from the face of the earth as the result of a cosmic collision. But there are other facts] ← 6.5
that this explanation fails to address.

Is it a mere coincidence that the earth underwent profound climactic changes during the ten thousand year period under consideration? These climactic changes are in themselves sufficient to account for the slow disappearance of the large reptiles.

1.5



Nor do my colleagues account for the quick rise of mammalian life forms during the same period. The evolution of small warm-blooded creatures who fed on reptile eggs not only helps to explain the slow disappearance of the dinosaurs, but also raises a curious paradox that I challenge my opponents to refute.

6.5



Why would a collision of cataclysmic proportions wipe out reptiles and perpetuate mammals?

The Quick Extinctionists quickly rose to the challenge. Dr. Gibson, as expected, supported the collision explanation by announcing new discoveries of "space dust" in diverse locations.

1.5



In the twelve months since our last meeting, the Baylor Geological Team in Antarctica has reported the discovery at 7,000 feet of soil samples that contain uncharacteristic concentrations of oxidized

6.5



1.5



ferrous and magnesium traces. This discovery, in conjunction with those previously reported in the African Savannah, the Grand Canyon, and the Frozen Tundra, add increasing support to the collision and dust cloud theory.

6.5



What's more, improved radioactive dating techniques continue to discredit many dinosaur fossils previously thought to date not less than 58,000 years ago.

Type at end of report.

In her closing address before the convention, Chairperson Marian Hotchkiss likened the controversy to the "continental drift" dispute that divided geologists for so many years. Her closing statement was a call for objectivity. ¶

¶

We must, without bias, direct our efforts to the assiduous gathering of data to resolve the disagreement, and we must rigorously resist the temptation to slant our inquiries in favor of one theory or the other. ¶

¶

By the end of the convention, no decisive resolutions had been passed, nor had any substantive measures been adopted. But unlike last year's convention, which closed on an acrimonious note, this year the Quick Extinctionists and the Slow Extinctionists agreed as scholars to disagree. ¶

Figure 6-3

Saving and Recalling Tab Lines

Saving and recalling tab lines is helpful for typing documents that have complicated format requirements (such as outlines), storing tab lines that you use often, and reformatting single paragraphs. SuperSCRIPSIT enables you to save as many as 11 tab lines. You can save 10 for later recall and 1 as the "system" tab line. The tab line you save as the system tab line appears as the default tab line when you open a new document.

How to Save and Recall Tab Lines

To save a tab line:

1. Hold down **[@]** and type **[T]**. The cursor leaves the text area and a ? appears in the ghost cursor.
2. Set the tab line you want to save (margins, tabs, and indent tab), but do not press **[ENTER]**.
3. Type **[S]** for "save." This prompt appears:
Save as which Tab Line (0-9 or <S>ystem)?
4. To save the tab line for later recall, type a number from 0 through 9. To save the tab line as the default tab line, type **[S]** for "system." The tab line is stored on the diskette, and the paragraph that the cursor is on is reformatted to the new tab line.

To recall a tab line:

If you want to reformat a paragraph or change the tab line while typing, first you must position the cursor in the text area.

1. Hold down **[@]** and type **[T]**. The cursor leaves the text area and a ? appears in the ghost cursor.
2. Type **[R]** for "recall." This prompt appears:
Recall which Tab Line (0-9)?
3. Type the number of the tab line you want to recall. The tab line is recalled from the diskette, and the paragraph that the cursor is on is reformatted to the new tab line.

Writing to the Diskette

In order to make sure that your text is stored on the diskette, you can use another method besides quitting the document. You can use the instruction to write to the diskette.

To write to the diskette:

Hold down **[@]** and type **[W]**. The program writes any text that is not already stored to the diskette. If the write takes longer than a few seconds, this prompt appears:

* * * * * PLEASE WAIT A MOMENT * * * * *

Figure 6-4

Revisions to the DINOSAUR Document

Words to Be Changed

Quick to Sudden
Slow to Gradual

Report on the 47th Annual Convention
American Cretaceous Society

April 1, 1985

Although there were no significant discoveries or new theories reported at this year's convention, there was a discernible shift of opinion among the members regarding the two conflicting dinosaur extinction theories.

The so-called Slow Extinctionists, led by Dr. Robert Luxenberg, lost ground this year to the gathering forces of the Quick Extinctionists, led by Dr. Stuart M. Gibson.

Perhaps the best explanation of the Quick Extinction theory is the one put forward by SMU paleontologist Brenda Lake:

Growing evidence suggests that a layer of oxidized ferrous and magnesium dust blankets the earth. It seems reasonable to conclude, therefore, that a small asteroid collided with the earth during the Cretaceous Period and caused a devastating explosion.

The explosion produced an enormous dust cloud that shrouded the earth for a number of years and effectively blocked out the sun. The resulting ecological calamity so quickly disrupted the food chain that the dinosaurs, the dominant life form, starved to death.

Since the Quick Extinction theory was first proposed, the Slow Extinctionists have regarded the Quick Extinction theory as totally insupportable. Indeed, Maurice Blankenship went so far as to label it "an irresponsible, crackpot theory." However, evidence supporting the cataclysmic collision of a large meteorite or asteroid with the earth about 58,000 years ago quickly mounts. More and more Slow Extinctionists have "crossed the aisle" to join forces with

the Quick Extinctionists.

The view of the Slow Extinctionists was defended this year by the esteemed Italian paleontologist, Bronto Saurus, in his paper given on the opening day.

Some of my distinguished colleagues have argued persuasively in favor of the idea that the dinosaurs vanished quickly from the face of the earth as the result of a cosmic collision. But there are other facts that this explanation fails to address.

Is it a mere coincidence that the earth underwent profound climactic changes during the ten thousand year period under consideration? These climactic changes are in themselves sufficient to account for the slow disappearance of the large reptiles.

Nor do my colleagues account for the quick rise of mammalian life forms during the same period. The evolution of small warm-blooded creatures who fed on reptile eggs not only helps to explain the slow disappearance of the dinosaurs, but also raises a curious paradox that I challenge my opponents to refute.

Why would a collision of cataclysmic proportions wipe out reptiles and perpetuate mammals?

The Quick Extinctionists quickly rose to the challenge. Dr. Gibson, as expected, supported the collision explanation by announcing new discoveries of "space dust" in diverse locations.

In the twelve months since our last meeting, the Baylor Geological Team in Antarctica has reported the discovery at 7,000 feet of soil samples that contain uncharacteristic concentrations of oxidized ferrous and magnesium traces. This discovery, in conjunction with those previously reported in the African Savannah, the Grand Canyon, and the Frozen Tundra, add increasing support to the collision and dust cloud theory.

What's more, improved radioactive dating techniques continue to discredit many dinosaur fossils previously thought to date not less than 58,000 years ago.

In her closing address before the convention, Chairperson Marian Hotchkiss

likened the controversy to the "continental drift" dispute that divided geologists for so many years. Her closing statement was a call for objectivity.

We must, without bias, direct our efforts to the assiduous gathering of data to resolve the disagreement, and we must rigorously resist the temptation to slant our inquiries in favor of one theory or the other.

By the end of the convention, no decisive resolutions had been passed, nor had any substantive measures been adopted. But unlike last year's convention, which closed on an acrimonious note, this year the Quick Extinctionists and the Slow Extinctionists agreed as scholars to disagree.

Figure 6-5

Global Search and Replace

When you want to find, replace, or delete several occurrences of a word or phrase, you can use SuperSCRIPSIT's global search and replace. You can also use the global search command to find print codes, force new page codes, and so on.

How to Begin a Global Search

You can search an entire document or search a block.

To search an entire document:

1. Open the document you want to search.
2. Hold down **@** and type **G**.

To search a block:

1. Define the block you want to search.
2. If you use **@ X** to define the block, type **B** to request the block-action commands. If you use **@ S** and **@ E** to define the block, use **@ B** to request the block-action commands.
3. Type **S** to request the Search and Replace menu.

Whether you are searching a block or an entire document, the Search and Replace menu appears:

* * * * * SCRIPSIT—SEARCH & REPLACE OPTIONS * * * * *		
Type of search:	F	(Find/Delete/Replace)
String to find:	-----	
Search by word or character:	W	(Word/Character)
Ignore upper/lower case:	Y	(Yes/No)
Replace with:	-----	
Pause after each find:	Y	(Yes/No)

How to Choose Your Responses to the Options

1. Type of Search

- To *find* every occurrence of a word or phrase, keep the default response **F** for the Type of search option.
- To *delete* every occurrence of a word or phrase, type **D** in response to the Type of search option.
- To *replace* every occurrence of a word or phrase, type **R** in response to the Type of search option.

2. String to Find

Type the word, phrase, or code that you want to find exactly as it appears. You can type any combination of up to 32 characters.

3. Search by Word or Character

- To prevent the program from finding the word or phrase as it may appear *within* other words or phrases, type **[W]** to specify a word-by-word search. If you search for *so* with the word option, SuperSCRIPSIT will *not* find *Social, Some, Soul, insolent, console, etc.*
- To request the program to find the word or phrase as it may appear *within* other words or phrases, type **[C]** to specify a character-by-character search. If you search for *so* with the character option, SuperSCRIPSIT *will* find *Social, Some, Soul, insolent, console, etc.*

4. Ignore Upper/Lower Case

- To request the program to find every occurrence of the search string, whether or not it contains upper or lower case characters, type **[Y]**. If you search for *So* with the **[Y]** option, the program will find *so*.
- To request the program to find only those occurrences of the search string that are capitalized exactly like the search string, type **[N]**. If you search for *So* with the **[N]** option, the program will not find *so*.

5. Replace With

If you specify replace by typing **[R]** in response to the first option, type the string you want SuperSCRIPSIT to put in place of the search string. You can type any combination of up to 32 characters or codes as the replace string.

6. Pause After Each Find

- If you type **[Y]** for "yes," SuperSCRIPSIT will pause after it finds each occurrence of the search string.
- If you type **[N]** for "no," SuperSCRIPSIT will find, replace, or delete **all** occurrences of the search string without pausing.

When you have answered the options, press **[ENTER]** to begin the search.

Figure 6-6

Finding Every Occurrence of the Search String

Find

Without Pause

If you use the Search and Replace menu to specify find without pause, the program will search the entire document and display the number of occurrences it found: for example, Found 16. Press **BREAK** to cancel the message.

With Pause

If you use the Search and Replace menu to specify find with pause, the program will stop after the first occurrence and display this prompt:

Finding no. 1 Find next (Yes/Cancel/All)?

- Type **Y** to find the next occurrence of the string.
- Type **C** to cancel the search.
- Type **A** to find all occurrences of the string without further pause.

When the search is complete, SuperSCRIPSIT will display the total number of occurrences it found. Press **BREAK** to cancel the message.

Figure 6-7

Finding and Replacing or Finding and Deleting Every Occurrence

Find and Replace

Without Pause

If you use the Search and Replace menu to specify replace without pause, the program will search the entire document and display the number of occurrences it replaced: for example, Replaced 16. Press **[BREAK]** to cancel the message.

With Pause

If you use the Search and Replace menu to specify replace with pause, the program will stop after the first occurrence and display this prompt:

Finding no. 1 Replace (Yes/No/Cancel/All)?

- Type **[Y]** to replace this occurrence and find the next occurrence of the string.
- Type **[N]** to bypass this occurrence and find the next occurrence of the string.
- Type **[C]** to cancel the search and replace.
- Type **[A]** to search and replace all occurrences of the string without further pause.

When the search is complete, SuperSCRIPSIT will display the total number of occurrences it replaced. Press **[BREAK]** to cancel the message.

Find and Delete

Without Pause

If you use the Search and Replace menu to specify delete without pause, the program will search the entire document and display the number of occurrences it deleted: for example, Deleted 16. Press **[BREAK]** to cancel the message.

With Pause

If you use the Search and Replace menu to specify delete with pause, the program will stop after the first occurrence and display this prompt:

Finding no. 1 Delete (Yes/No/Cancel/All)?

- Type **[Y]** to delete this occurrence and find the next occurrence of the string.
- Type **[N]** to bypass this occurrence and find the next occurrence of the string.
- Type **[C]** to cancel the search and delete.
- Type **[A]** to search and delete all occurrences of the string without further pause.

When the search is complete, SuperSCRIPSIT will display the total number of occurrences it has deleted. Press **[BREAK]** to cancel the message.

Editing the Search and Replace Fields

1. Use **[@ D]** and **[@ I]** to delete and insert characters in the field for search string or replace string.
2. Use **[SHIFT CLEAR]** to clear a field from the cursor position to the end of the field.
3. Press **[BREAK]** to cancel all the options.

Figure 6-8

Hyphenating a Block

1. Define the block you want to hyphenate.

If you use **@ X** to define the block, type **B** to request the block-action commands.

If you use **@ S** and **@ E** to define the block, use **@ B** to request the block-action commands.

2. Type **H** to begin hyphenating.

SuperSCRIPSIT will scan the document for lines that have space available. When it finds space at the end of a line, it will position the cursor on the first word in the next line. This means there is room on the line above for all the characters to the left of the cursor position. For example:

conclude

This prompt appears at the bottom of the screen:

Left, right, down arrows, **ENTER** move cursor; hyphen hyphenates.

3. Make your hyphenation decision.

If you decide *not* to hyphenate the word, press **ENTER** to move to the next hyphenation decision.

If you decide to hyphenate, use **→** and **←** to position the cursor at the correct hyphenation point. For example:

conclude

Type **-** to hyphenate the word at the cursor position. SuperSCRIPSIT hyphenates the word and moves on to the next hyphenation decision. To cancel hyphenation, press **BREAK**.

SuperSCRIPSIT continues to present you with hyphenation decisions until it finishes scanning the block.

Figure 6-9

Summary Exercise

- | | Figure |
|--|------------|
| 1. Open the DINOSAUR document and save two tab lines:
Tab line 3 LM 1.5, RM 6.5
Tab line 4 LM 2.0, RM 6.0 | 6-3 |
| 2. Recall tab line 3 to reformat the unindented paragraphs, and recall tab line 4 to reformat the indented paragraphs. | 6-3 |
| 3. Make sure that the unindented paragraphs are double-spaced and that the indented paragraphs are single-spaced. | |
| 4. Use search and replace to find the number of times "Sudden Extinctionists" are mentioned and to find how many times "Gradual Extinctionists" are mentioned. | 6-5
6-6 |
| 5. Use search and replace to delete all quotation marks (") from the report and to delete the word <i>oxidized</i> . | 6-5
6-7 |
| 6. Use search and replace to replace <i>theory</i> with <i>explanation</i> . | 6-5
6-7 |
| 7. Hyphenate and print the document. | 6-8 |



Figure 7-1

Goals, Materials, and Instructions

Goals

In Lesson 7, we will concentrate on two goals:

1. To learn how to program user keys.
2. To learn how to prepare form letters, using:

- Master document
- Variables document
- Merge

Materials

To complete the lesson, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A printer.
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready for the lesson:

1. Turn on the Model III and load SuperSCRIPSIT.
2. Open a document named UK (User Keys). When the Open Document Options appear, keep all the default specifications by pressing **[ENTER]**. When the blank screen page of the UK document appears, restart the tape.

Figure 7-2

User Keys

These ten self-programmable keys are called user keys. You can program them yourself.

1 2 3 4 5 6 7 8 9 0

You need three steps to take full advantage of user keys:

1. Program the user key.
2. Execute the user key.
3. Edit the user key.

How to Program a User Key

When you program a user key, the system deletes any keystrokes that had previously been stored under that key.

1. Make sure that you are in an open document.
2. Turn on the user key programmer. Hold down **@** and type **U**. This prompt appears:

Store command sequence under which user key (**0-9**)?

3. Type the number of the key you want to program. The letters **Usr** appear on the right side of the status line to remind you that the user key programmer is on.
4. Type the sequence of keystrokes that you want to store under the user key. You may type any sequence of 127 keystrokes. If you exceed this number, **Usr** disappears from the status line, which tells you that the user key programmer is turned off and that no more keystrokes will be accepted. The first 127 keystrokes, however, are stored under the user key.

If you type the keystrokes to execute another user key (see Figure 7-3, "Chaining User Keys Together") or to loop a user key (see Figure 7-3, "Looping User Keys"), **Usr** disappears from the status line to tell you that the user key programmer is turned off and that no more keystrokes will be accepted.

5. To end the sequence, turn off the user key programmer. Hold down **@** and type **U**.

How to Execute a User Key

Once you have programmed a user key, use it as you would any other command key. Hold down **@** and type the number of the key you want to execute. The sequence of keystrokes you stored under the key is executed.

How to Edit a User Key

If you want to change the sequence of keystrokes stored under a user key, you can edit it. See the section on user keys in your *SuperSCRIPSIT Reference Manual*.

Figure 7-3

Looping and Chaining User Keys

Looping User Keys

You can program a user key to execute itself. It will loop around on itself, executing over and over, until you press **BREAK** to break the loop.

To loop a user key:

Program a user key and, for the last keystroke of the sequence, type the instruction to execute the same user key that you are programming.

Here is a sequence of keystrokes for User Key 3 that illustrates a looped user key.

↓ + @ 3

After you store this sequence in User Key 3 and then execute it, the program will move the cursor down one line and then execute User Key 3, which will move the cursor down one line and execute User Key 3, which will move the cursor down one line, and so on. The loop will function until you press **BREAK** to stop it.

Chaining User Keys Together

You can program one user key to execute another. In fact, you can chain all ten user keys to execute a maximum of 1,270 keystrokes with just one command!

To chain user keys:

Program a user key and, for the last keystroke of the sequence, type the instruction to execute another user key. For example, you can program User Key 1 to execute User Key 2, program User Key 2 to execute User Key 3, and so on.

Some Ideas for Using User Keys

Following are just a few of the useful sequences you can store under a user key.

- Often-used words and phrases:

- Vocabulary (e.g., "rhododendron").
- Phrases (e.g., "party of the first part").
- Address blocks.
- Signature blocks.

- Often-used commands:

- Delete a word or sentence.
- Define a block and use a block-action command (e.g., reformat, copy, move, linespace, etc.).
- Prepare often-used headers or footers.

- Cursor movement commands:

- Scroll up or down through a document, a line at a time.
- Move the cursor to the end of the current line.

Figure 7-4

Part 1

Ernie Hubbel's House of Wax
1711 Cherubim Trail
Wicklans, Wisconsin 80801

April 1, 1985

Dear

As a person who uses _____, we know that you are someone with discernment and taste who will appreciate the craftsmanship and artistry required to produce the finest wax fruit.

Please accept with our compliments this _____ and _____. If these gifts meet with your approval, we at Ernie Hubbel's House of Wax are confident that you will buy more fruit from our Fall Harvest of Values catalog.

Sincerely,

O. Dorlis
Fruit Division

Part 2

VARIABLES

Mrs. Janet Duryea
1122 Fairchild Avenue
Richmond, Virginia 29331
Master Card
Rome Beauty
Nectarine

Mr. Sam Solomon
1492 Ocean Boulevard
Burbank, California 07933
American Express
Grapefruit
Fig

Mr. Fernando Santiago
203 Wabash Place
Pierre, South Dakota 12002
Visa
Plum
Pomegranate

Mr. Van Chandler
600 Fleet Street
New Orleans, Louisiana 45002
Diners Club
Navel Orange
Pineapple

Figure 7-5

Ernie Hubbel's House of Wax
1711 Cherubim Trail
Wickland, Wisconsin 80801

April 1, 1985

/MRMRS/ /FIRST/ /LAST/
/ADDRESS/
/CITY/

Dear /MRMRS/ /LAST/:

As a person who uses /CARD/, we know that you are someone with discernment and taste who will appreciate the craftsmanship and artistry required to produce the finest wax fruit.

Please accept with our compliments this /GIFT1/ and /GIFT2/. If these gifts meet with your approval, we at Ernie Hubbel's House of Wax are confident that you will buy more fruit from our Fall Harvest of Values catalog.

Sincerely,

O. Dorlis
Fruit Division

Figure 7-6

How to Lay Out a Variables Document

/MRMRS/☒
/FIRST/☒
/LAST/☒
/ADDRESS/☒
/CITY/☒
/CARD/☒
/GIFT1/☒
/GIFT2/☒

☒

/Mrs./☒
/Janet/☒
/Duryea/☒
/1122 Fairchild Avenue/☒
/Richmond, Virginia 29331/☒
/Master Card/☒
/Rome Beauty/☒
/Nectarine/☒

☒

/Mr./☒
/Fernando/☒
/Santiago/☒
/203 Wabash Place/☒
/Pierre, South Dakota 12002/☒
/Visa/☒
/Plum/☒
/Pomegranate/☒

☒

/Mr./☒
/Sam/☒
/Solomon/☒
/1492 Ocean Boulevard/☒
/Burbank, California 07933/☒
/American Express/☒
/Grapefruit/☒
/Fig/☒

☒

/Mr./Van//Chandler//600 Fleet Street//New Orleans, Louisiana
45002//Diners Club//Navel Orange//Pineapple/☒

☒

☒

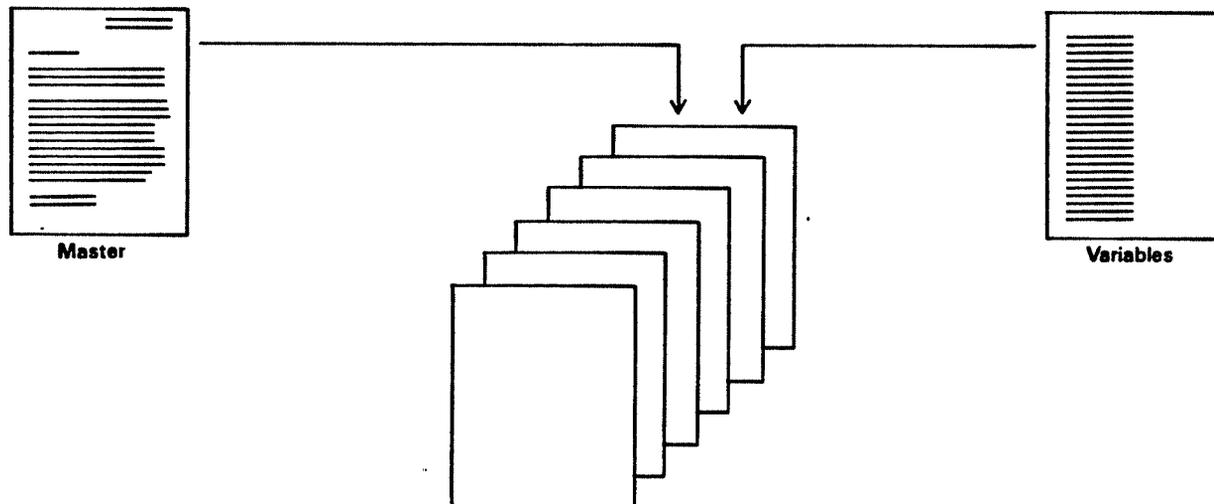
Figure 7-7

Preparing the Master and Variables Documents

To prepare a form letter, you open and type two documents:

- A master document that contains the standard text of the letter.
- A variables document that contains a group of variables for each letter.

Then you merge the two documents using **@ F**. SuperSCRIPSIT prints one letter with each group of variables.



How to Prepare the Master Document

Open a document and type the text of the letter. At each place where you want variable information, type the code name of the variable.

Rules for Code Names in the Master Document

1. Name each variable (such as FIRSTNAME, LASTNAME, AMOUNT, ADDRESS). Each variable must have its own unique name, but you can type a code name in the master document as often as you want the variable that it names to appear. For example, if you want a person's name to appear four times, just type the unique code name /NAME/ in the master document at each place where you want the name to appear.
2. You must identify all code names by a defining character of your choice. You must type the defining character before and after the name of the variable. You must use the same character in both the master and the variables documents. Following are several examples of defining characters:

`/LASTNAME/ @LASTNAME@ &LASTNAME& >LASTNAME>`

How to Prepare the Variables Document

1. Open a document for the variables.
2. Using the defining character for each, type the complete list of code names, one for each variable.

3. Follow the *same* order you used to type the list of code names to type each variable. As with the code names, type the defining character before and after each variable.

Rules for Typing the Variables Document

1. You must separate the list of code names from the variables groups by a paragraph symbol on a line by itself.
2. You must separate each variables group from the next by a paragraph symbol on a line by itself.
3. You must signify the end of all the variables by typing three paragraph symbols—one after the last variable and then two more.

Figure 7-8

Merging the Master and Variables Documents

To merge the master and variables documents:

1. Display the master document on the screen.
2. Hold down **[@]** and type **[F]**. The Print Text Options appear on the screen.
3. Select the options you want and press **[ENTER]**. This prompt appears on the screen:
Name of file to be merged?
4. Type the name of the file (document) that contains the variables you want to merge, and then press **[ENTER]**. SuperSCRIPSIT prints the master document and inserts the first group of variables. If you are printing with **[Y]** for the Pause Print Option, answer the prompt by typing **[Y]** to print the master document with each subsequent group of variables.

Some Common Mistakes in Preparing Form Letters

The correct preparation of form letters requires precise typing. Here are some common mistakes:

1. A missing defining character.
2. A code name in the master document that does not appear in the variables document, or vice versa.
3. An incorrect sequence of variables in the variables document (does not correspond with the list of code names).
4. A typo in a code name.
5. One of the variables groups contains too few or too many variables.

Figure 7-9

Summary Exercise

- | | |
|--|---------------|
| 1. Prepare a master document for the following form letter. Choose your own margins and linespacing. Program a User Key to print out "Wallah Wallah Kasbah Resorts" every time it appears. The tinted information will be different for each letter. | Figure
7-7 |
| 2. Prepare a variables document for the form letters using the information that follows. | 7-2 |
| 3. Print the form letters. | 7-7 |
| | 7-8 |

Wallah Wallah Kasbah Resorts
Wallah Wallah, Michigan 30207

April 1, 1985

Mr. Frank Tyrone
Euclid Heights
Blaise, Idaho 15032

Dear Mr. Tyrone:

We are making a special offer to a select group of residents from ~~the~~ Blaise area.

Wallah Wallah Kasbah Resorts is giving away as our Grand Prize a brand new Mercedes! Other prizes include trips to Tahiti, color TV's, and stereos. Plus thousands of other prizes including toaster ovens, watches, and clock radios.

Everyone who comes to Wallah Wallah Kasbah Resorts to look at our new lake front condominiums wins a prize. Guaranteed!

Just drive to Wallah Wallah Kasbah Resorts and show us your winning number -- A7249BC107. Your prize is already waiting for you! The smallest prize is a clock radio! Your number could be the one on the license plate of the Mercedes! Come to Wallah Wallah Kasbah Resorts and see for yourself.

Mr. Tyrone, we're giving away these valuable gifts because we believe that when you see the luxury, the beauty, and the convenience of Wallah Wallah Kasbah Resorts, you will want to buy one of our prestige condos.

So, Mr. Tyrone, come to Wallah Wallah Kasbah Resorts, look at our condos, and pick up your free prize.

Sincerely,

Mark Spruce
General Manager
Wallah Wallah Kasbah Resorts

Information for the Letters From Wallah Wallah Kasbah Resorts

**Miss Marian Franklin
Salty Flat Road
Soreno, Michigan 11902
A7881BB215**

**Mrs. Harriet Milbourne
18201 Puget Avenue
Detroit, Michigan 11918
B9203XV815**

**Ms. Marcia Lane
Pike Point
Boise, Idaho 15061
A7441GC832**

**Mr. Julius Plunkett
18 Piebold Place
Boise, Idaho 15067
A6023ZZ891**

**Mr. Jonathan Maxfield
200 Homewood Drive
Orlando, Washington 08207
A7003BL562**

**Mr. Frazier Debolt
101 Vancouver Street
Mount St. Helens, Washington 08191
A6000DD515**

Figure 8-1

Goals, Materials, and Instructions

Goals

In Lesson 8, we will concentrate on three goals:

1. To use the System Setup utility to write defaults, using:

- Open Document Options
- Print Text Options
- Search and Replace Options
- Align Character
- Delete Verify

2. To introduce user key editing and user print codes.

3. To introduce the *SuperSCRIPSIT Reference Manual*.

Materials

To complete Lesson 8, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A printer.
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Note paper.
- The *SuperSCRIPSIT Reference Manual*.

Before You Begin

To get ready for Lesson 8, turn on the Model III and load SuperSCRIPSIT.

Figure 8-2

Writing Your Own Defaults Using the System Setup Utility

You can use SuperSCRIPSIT's System Setup utility to write your own defaults for the Open Document Options, the Print Text Options, the Search and Replace Options, and Align Character, and to choose whether to verify deletion of text blocks.

How to Request a System Setup Utility

1. Make sure the Main Menu is on the screen.
2. Type **[S]** to choose the System Setup utility from the Main Menu. The System Setup menu appears on the screen.

*****SCRIPSIT—SYSTEM SETUP*****

```
set up <O> pen Document options
set up <P> rinter options
set up <S> earch and Replace options
change <A> lign character
edit <U> ser key sequence
enter printer <C> odes
<V> erify deletions of text blocks
What is your selection?
```

3. Type the letter, surrounded by < > , representing the option you want to modify.
4. The options will appear on the screen. Edit them or type them as you want them to appear every time they are displayed. The responses you enter become the new default options.
5. To cancel the changes you have made to the options, press **[BREAK]**. To lock in the changes you have made, press **[ENTER]**. The System Setup menu returns to the screen.
6. Press **[BREAK]** to return to the Main Menu.

Figure 8-3

System Setup Selections

set up <O> pen Document options

When you type **[O]** from the System Setup menu, the Open Document Options appear on the screen.

***** SCRIPSIT—OPEN DOCUMENT OPTIONS *****

Document name:	-----
Author:	-----
Operator:	-----
Comments:	-----
Printer type:	DW2----
Lines per page:	54 (4-99)
Pitch:	P- (1-20 or P)
Linespacing (to 3+, "+" = 1/2):	1-
1st page to include header:	1-- (1-999)
1st page to include footer:	1-- (1-999)

1. Type or edit the fields to specify the defaults you want for any of the options except Document name.
2. After making all the changes you want, press **[ENTER]** to lock in the answers you have typed. They appear as the default options every time you open a new document.
3. To cancel all the changes you have made, press **[BREAK]**.

set up <P> rinter options

When you type **[P]** from the System Setup menu, the Print Text Options appear.

***** SCRIPSIT—PRINT TEXT OPTIONS *****

Document name:	-----
Paper size:	66 (1-99)
Pause between pages:	Y (Yes/No)
Begin numbering as page:	1-- (1-9999)
Method of justification:	P- (Proportional/Mono/None)
Number of copies:	1- (1-99)
Display codes:	N (Yes/No)
Suppress widow lines:	N (Yes/No)
Column to start printing:	1-- (1-132)

1. Type or edit the fields to specify the defaults you want for any of the options.
2. After you have made the changes you want, press **[ENTER]** to lock in the answers you have typed. They appear as the default options every time you print a document, print with the block-action command, or print a form letter.
3. To cancel all the changes you have made, press **[BREAK]**.

set up <S> earch and Replace options

When you type **[S]** from the System Setup menu, the Search and Replace Options appear on the screen.

***** SCRIPSIT—SEARCH & REPLACE OPTIONS *****

Type of search:	F	(Find/Delete/Replace)
String to find:	-----	
Search by word or character:	W	(Word/Character)
Ignore upper/lower case:	Y	(Yes/No)
Replace with:	-----	
Pause after each find:	Y	(Yes/No)

1. Type or edit the fields to specify the defaults you want for any of the options except String to find and Replace with.
2. After you have changed the options you want, press **ENTER** to lock in the answers you have typed. They appear as the default options every time you search a block or document.
3. To cancel all the changes you have made, press **BREAK**.

change <A> lign character

When you type **A** from the System Setup menu, the following prompt appears on the screen:

Please type new align character:

Type the character you want to terminate alignment with, using align tab: **@ A**. When you type your response, SuperSCRIPSIT will record it and return you to the System Setup menu.

edit <U> ser key sequence

Use this selection to edit user keys once you have programmed them. You will find complete information in the *SuperSCRIPSIT Reference Manual*.

enter printer <C> odes

Use this selection from the System Setup menu to write your own customized print codes. You will find complete information in the *SuperSCRIPSIT Reference Manual*.

<V> erify deletions of text blocks

When you type **V** from the System Setup menu, the following prompt appears on the screen:

Do you wish to verify deletions of text blocks (Y/N)?

1. If you want SuperSCRIPSIT to request verification whenever you delete a block, type **Y**. With **Y** as the response, the program displays this message whenever you use the block-action delete command:

You have asked to remove this block. Are you sure (Y or N)?

2. If you do not want SuperSCRIPSIT to request verification whenever you delete a block, type **N**. When you type your response to the delete verify prompt, the program records it and returns you to the System Setup menu.

Figure 8-4

Using the SuperSCRIPSIT Reference Manual

There are two ways to find information in the *SuperSCRIPSIT Reference Manual*:

- *By Section*
- *By Index*

1. By Section

After the introduction and before the Appendices, there are seven sections of the reference manual.

1. INSTALLATION
2. STARTING UP
3. TYPING
4. REVISING
5. PRINTING
6. MANAGING FILES
7. SYSTEM SETUP

APPENDICES

1. SuperSCRIPSIT and Printers
2. Error Messages
3. The Proofread Function and SCRIPSIT Dictionary

2. By Index

Another way to find information in the *SuperSCRIPSIT Reference Manual* is by referring to the Index at the end. For example, if you want to find how to change the align character, look under *A* in the Index.

Advanced cursor movement
Align character
Align tab:
 operation
 setting

Take some time now to look through the *SuperSCRIPSIT Reference Manual*; then restart the tape.

