# TI-WRITER
# Word Processor

The TI-WRITER Word Processor is designed to bring many of the features of large word processors to users of the TI-99/4A Home Computer.

- Screen-oriented editor with full cursor control.
- 30 editing operations, 24 format commands.
- Global or local search and replace.
- Oops! feature for text recovery.
- Automatic paragraph indentation.
- 23,000-character text buffer.
- Margins and tab settings saved with the document.
- Two print modes: formatted and unformatted.
- Overstriking, underscoring, right-margin justification, headers, footers and more available with the Text Formatter.
- Mail List (form letter) option from keyboard or file input.
- Supports RS232 or Parallel I/O printers, either dot matrix or letter quality.

The TI Disk Memory System (Disk Controller and one to three Disk Drives), Memory Expansion unit, RS232 Interface unit, and an RS232-compatible printer are required to operate this software.

## USING THIS MANUAL

This manual has been divided into two parts: a user's guide section and a reference guide section.

**User's Guide**

o **Package Overview** - a brief description of TI-WRITER and a list of required computer equipment.

o **Special Features** - highlights of special features of TI-WRITER.

o **Getting Started** - how to set up and use TI-WRITER.


*FOR BEST RESULTS*
Begin using TI-WRITER with the next two sections:


o **Using the Text Editor** - a step-by-step "how to."

o **Using the Text Formatter** - a step-by-step "how to."


**Reference Guide**

o **Text Editor** - a detailed explanation of functions and features of the Text Editor.

o **Text Formatter** - a detailed explanation of features and use of the Text Formatter.

o **Setting Up Your Printer** - how to use different types of printers with TI-WRITER, including the TI-99/4 Printer (sold separately).

o **In Case of Difficulty**

o **Quick Reference** - a summary of important reference points.

o **Glossary** - common computer and word processing terms.

o **Index** - a topical listing for quick and easy reference.

o **Warranty Information**

# TI·WRITER Word Processor

## *SOLID STATE CARTRIDGE*
## *AND*
## *PROGRAM DISKETTE*

This manual was written with TI-WRITER. With the exception of graphic art, special graphics, and large-type headings, reproduction masters for printing this manual were prepared from copy produced with TI-WRITER and a letter-quality printer.

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# PACKAGE OVERVIEW

Welcome to the world of Word Processing!

The TI-WRITER Word Processor Solid State Cartridge and Program Diskette are designed to bring many of the features of large word processors to users of the TI-99/4A Home Computer.  Inserting and deleting text and lines, automatic paragraph indentation, right-margin justification, automatic word wrapping, overstriking and underlining, moving and copying lines of text, and document reformatting are just some of the features of this easy-to-use software package.

What kind of documents can you create with TI-WRITER? You'll be pleasantly surprised at how easy it is to create any type of document with the TI-WRITER Word Processor.  This manual was written with TI-WRITER.  With the exception of graphic art, special graphics, and large type headings, the masters for printing this manual were prepared from copy produced with TI-WRITER and a letter-quality printer.

Create, edit, and save your document with the Text Editor.  You may print directly from the Text Editor.  Or, insert format commands in your text, save the document on a diskette, and print from the powerful Text Formatter.

To use the TI-WRITER Word Processor, you need:

o The TI-WRITER Word Processor Cartridge and Program Diskette (both are required).

o The TI-99/4A Console (TI-WRITER will not work with the TI-99/4 Console).

o The TI Color Monitor (or a TI Video Modulator and a standard television).

o The TI Disk Memory Drive (one required, up to three optional).

o The TI Peripheral Expansion system with the following cards:

  - Memory Expansion Card
  - Disk Controller Card
  - RS232 Interface Card

o An RS232-compatible printer.


  Stand-alone peripherals may be used instead of any or all of the Peripheral Expansion System Peripheral Cards.

# SPECIAL FEATURES

## SCREEN SAVER FEATURE

If no keys on the keyboard have been pressed for nine minutes, the Screen Saver Feature automatically blanks the screen. This is to protect your monitor screen from damage. Pressing any key returns the image to the screen. However, pressing Left Arrow or Right Arrow does not blank out or type over any of your text.

## AUTOREPEAT KEYS

With the exception of **SHIFT**, **ALPHA LOCK**, **FCTN** and **CTRL**, the keys on the console keyboard are autorepeating. This means holding one of these keys down causes that character to be typed repeatedly until the key is released. This is also true when a key is pressed in combination with **FCTN** or **CTRL** to perform an editing operation. For example, if the N key is held down while performing Delete Line (**CTRL N**), lines continue to be deleted until the N key is released.

## DUPLICATE FUNCTION/CONTROL KEY COMBINATIONS FOR TOUCH TYPISTS

The Text Editor makes use of many Control (**CTRL**) Key and Function (**FCTN**) Key operations that combine **CTRL** or **FCTN** with the top row of keys. The uses of these key combinations are identified by the Overlay strip that comes with TI-WRITER. However, many of these functions can also be performed by pressing the **CTRL** key in conjunction with a letter key. For example, you can delete a character by pressing **FCTN** 1, or by pressing the **CTRL** key together with the letter **F**. These duplicate functions increase the speed and ease of use of the TI-WRITER Word Processor for the touch-typist. For a complete list of duplicate functions, see the Quick Reference section of this manual or the Quick Reference card.

In the section "Using the Text Editor," only one key combination for each editing operation is mentioned in the exercises. However, the reference chart at the bottom of each page lists all the duplicate key combinations. Try both alternatives, and find the one most comfortable for you.

## OPTIONAL SCREEN/TEXT COLOR COMBINATIONS

Because you may be using the Text Editor under different lighting conditions, and since individual needs and preferences vary, you have the option of choosing the background/character color combination that is most comfortable for you.  Press Screen Color (CTRL 3) until the desired color combination appears on the screen.  The option sequence is:

        blue background with white characters (default)
        green background with black characters
        green background with white characters
        light blue background with black characters
        black background with white characters


## TEXT RECOVERY FEATURES

The Text Editor has several text recovery features.  OOPS! (CTRL 1 or CTRL Z) recovers text deleted by such editing operations as Delete Character or Delete Line if OOPS! is the very next key pressed.  Text purged from the text buffer of the Text Editor may be recoverable with the RecoverEdit command.  Lines deleted with the Delete command during the editing of a previously stored document can be recovered by using the LoadF command to reload the deleted part of a file.

# GETTING STARTED

The TI-WRITER Word Processor requires the use of both the cartridge and the Program Diskette. Since TI-WRITER cannot be operated without the Program Diskette, we strongly suggest that you make at **least one** backup copy of the Program Diskette and use the backup copy when operating TI-WRITER. Store the original Program Diskette in a safe place to prevent accidental damage. Any backup copies made of the Program Diskette are intended for your personal use and not for resale. Refer to your Disk Memory System manual for instructions on backing up diskettes. (Note: Select single disk drive operation when backing up diskettes if you are only using one disk drive.)

Before you use TI-WRITER, a TI Memory Expansion, TI Disk Memory System, TI RS232 Interface, and a compatible printer must be properly attached to the computer and turned on. (See "Setting Up the Printer," and the appropriate owner's manuals for complete set-up instructions.)

An automatic reset feature is built into the computer. When a cartridge is inserted into the console, the computer returns to the master title screen. All data or program material that has been entered but not saved on diskette will be erased.

**Note:** Be sure the cartridge is free of static electricity before inserting it into the computer. (See page 122.)
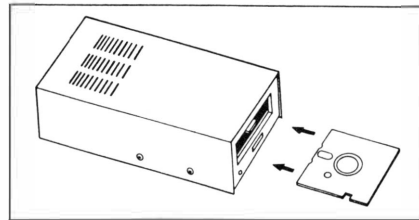


1.  First turn on the peripherals, then turn on the console. Wait for the master title screen to appear. Slide the cartridge into the slot on the console. The disk drive(s) will turn for a few seconds.

2.  When the disk drive(s) are no longer turning, insert your backup copy of the Program Diskette into Disk Drive 1.

3.  Press any key to make the master selection list appear. Then, press the key corresponding to the number beside the English language version of TI-WRITER.

After you have selected TI-WRITER, the main menu screen (list of options) appears.

```
* WORD PROCESSOR *

PRESS

   1 FOR  TEXT EDITOR
   2       TEXT FORMATTER
   3       UTILITY

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```

To select an option, press the key that corresponds to the number of that option. The program for that option is automatically loaded from the Program Diskette.

**Note:** Only options 1 and 2 are covered in this manual. Option 3 enables the use of optional utility packages with TI-WRITER, each sold separately. The use of a utility program with TI-WRITER is covered in the manual for that utility package.

**IMPORTANT NOTE**

**Procedure for Single Disk Drive Operation:**

o When you have loaded an option from the Program Diskette and the red light on the front of your disk drive goes off, remove your Program Diskette from the drive.

o Place an initialized diskette you will use for your documents (the user diskette) in the disk drive. (See the Disk Memory System manual for instructions on initializing diskettes.)

o Before you can select another option, you must remove your user diskette from the disk drive and put in the Program Diskette. When you have loaded the option and the red light on the front of your disk drive goes off, replace the Program Diskette with a user diskette.

**WARNING:** Removing a diskette from the disk drive before the red light on the front of the drive goes off or while the drive is turning, or turning the computer off and on with a diskette in the disk drive, may cause damage to your diskette and/or its contents.

**Procedure for Multiple Disk Drive Operation:**

o The Program Diskette always goes in Disk Drive 1 (DSK1).

o The diskette(s) you use for your documents (user diskettes) are inserted in Disk Drive 2 (DSK2) and Disk Drive 3 (DSK3).

# USING THE TEXT EDITOR

The Text Editor is the option you use to create, edit and save your documents. This section helps you familiarize yourself with the versatility of the Text Editor.

Sections of a practice document containing various types of errors are included on your Program Diskette for use with this section. First read the brief explanation of a feature of the Text Editor, then do the practice exercise - **Let's Do It** - that demonstrates the operation of that feature. A list of the **FCTN** and **CTRL** key combinations is provided at the bottom of each page of this section for quick reference.

**Note:** for best results, begin using the Text Editor by doing the practice exercises in this section.

**- Let's Do It -**

First, set up and turn on your equipment as described on page 6.

Next, initialize a blank diskette with the Disk Manager. This is your user diskette for these exercises. (See the Disk Memory System manual for instructions.)

Remove the Disk Manager and insert the TI-WRITER Cartridge into the console. When the master title screen appears, press any key to display the main menu screen.

Type 2 to select the English language version of TI-WRITER. Insert the Program Diskette into disk drive 1.

Slide out the overlay strip on your computer console, and insert the TI-WRITER overlay strip.

**Note:** If you do not press any keys on the keyboard for nine minutes, the Screen Saver feature will blank the screen. To return the display, press Left Arrow or Right Arrow.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL 0** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

Some Text Editor Landmarks

When you select the Text Editor, these lines appear on the screen:

```
Edit,Tabs,Files,Lines,SearcH,RecoverEdit
      ■
0001
      *End of file Version _._
```

First Line: Command Mode Prompt Line

When you select the Text Editor you are automatically in an operating
mode called Command Mode.  The top line on the screen is the list of
available functions, or prompt line, for Command Mode.

Second Line: Cursor

The cursor is the blinking rectangle below the Command Mode prompt
line.  It is like a finger pointing to the place on the screen where
a character appears when you press a key.

Third Line: Line Numbers

Line Numbers are a series of numbers that can appear down the left
side of your screen.  Since some of the commands in Command Mode are
performed with line numbers, they are always displayed when you are
in Command Mode.

Fourth Line: End-of-File Marker

The end-of-file marker always follows the last line of text typed or
displayed in the Text Editor to indicate that the document ends at
that point.  The end-of-file marker is not part of the document, but
merely an on-screen indicator.

    - Let's Do It -

Make sure the Program Diskette is in Disk Drive 1 and the disk
drive door is closed.

With the main menu screen displayed, press 1 to select the Text
Editor and to load the program automatically from diskette.

Notice the four lines that appear on the screen when the Text
Editor has been selected.

| | | | | | |
|---|---|---|---|---|---|
| New Page | CTRL 9/CTRL P | Quit | FCTN = | Screen Color | CTRL 3 |
| New Paragraph | CTRL 8/CTRL M | Reformat | CTRL 2/CTRL R | Tab | FCTN 7/CTRL I |
| Next Paragraph | CTRL 4/CTRL J | Right Arrow | FCTN D/CTRL D | Up Arrow | FCTN E/CTRL E |
| Next Window | FCTN 5 | Roll Down | FCTN 4/CTRL A | Word Tab | CTRL 7/CTRL W |
| Oops! | CTRL 1/CTRL Z | Roll Up | FCTN 6/CTRL B | Word Wrap | CTRL 0 (zero) |

## Screen Color

The Text Editor has five different background/character color combinations.  Screen Color (the **CTRL** key together with the 3 key) displays the next color combination in the sequence.

- **Let's** Do It -

Press Screen Color (**CTRL 3**) to view each combination.  Display the color combination you prefer for the remainder of the exercises.


## Next Window

In TI-WRITER, a line can be up to 80 columns (characters) long, but only 40 columns of that line can be displayed on the screen at a time.  Therefore, the full 80-column width is divided into three overlapping "windows" of 40 columns each - the width that can be displayed on the screen at one time.

```
|                   <----------2ND WINDOW---------->                   |
|                                                                      |
|<---------1ST WINDOW---------><---------3RD WINDOW---------->|
|                                                                      |
|<------------------FULL 80 COLUMN LINE WIDTH--------------->|
```

The next window is displayed automatically as the cursor passes the right edge of the screen.  Also, if the second or third window is showing when the cursor passes the left edge of the screen, the previous window is automatically displayed.  Next Window (**FCTN 5**) manually displays the next window as you read - right to the third window then back to the first window, etc.  The function Next Window performs is "horizontal block scrolling."

- **Let's** Do It -

The Command Mode prompt is longer than 40 columns.

Press Right Arrow (**FCTN D**) and hold it down until the next window is automatically displayed.

Press Next Window (**FCTN 5**) three times to see how Next Window shifts through the windows.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

More On Command Mode

Command Mode can be entered any time.  Enter Command Mode by pressing
FCTN 9.  The list of available commands (prompt line) is displayed at
the top of the screen.

To select a command, type a one or two-letter command and press ENTER.
To make it easy for you to learn and remember the letter or letters,
they are displayed on the prompt line as the capitalized letters in the
name of the command.  Selecting the command displays the prompt line
for that command.  When the requested information has been typed below
the prompt line, press ENTER again to perform (execute) the command.

Files, Lines, and SearcH are really the names of series of commands
that are grouped according to what they do.  When you select one of
these groups, the Command Mode prompt line is replaced with a second
prompt line that lists the commands available in that group.  Again,
the letter commands that select a command from the group are
capitalized.  However, you may select any of these commands directly
from the Command Mode prompt line by typing its letters and pressing
ENTER.

If you enter Command Mode by mistake, simply type E for Edit and press
ENTER.  Edit is the command that allows you to exit Command Mode.  If
you select a command and decide not to perform it, press Command/Escape
(FCTN 9) to return to the Command Mode prompt line.

   - Let's Do It -

   The Command Mode prompt line is still displayed:


        Edit,Tabs,Files,Lines,SearcH,RecoverEdit


   Type F for the Files group of commands and press ENTER to display
   the Files prompt line:


        LoadF,SaveF,PrintF,DeleteF,Purge or Show


   Press Command/Escape (FCTN 9) to return to the Command Mode prompt
   line.

   Type E for Edit and press ENTER.  The Command Mode prompt line
   disappears, and you "exit" (go out of) Command Mode.

| New Page | CTRL 9/CTRL P | Quit | FCTN = | Screen Color | CTRL 3 |
|---|---|---|---|---|---|
| New Paragraph | CTRL 8/CTRL M | Reformat | CTRL 2/CTRL R | Tab | FCTN 7/CTRL I |
| Next Paragraph | CTRL 4/CTRL J | Right Arrow | FCTN D/CTRL D | Up Arrow | FCTN E/CTRL E |
| Next Window | FCTN 5 | Roll Down | FCTN 4/CTRL A | Word Tab | CTRL 7/CTRL W |
| Oops! | CTRL 1/CTRL Z | Roll Up | FCTN 6/CTRL B | Word Wrap | CTRL D (zero) |

## Setting Margins With the Tabs Command

Tabs is the Command Mode function that allows you to set margins,
paragraph indentation, and tabs.  Type T and press **ENTER** to display the
Tabs prompt.

```
TABS   123456789 123456789 123456789 123
       L....T....T....T....2....T....3...
```

The Tabs prompt has two lines: the column number line and the setting
line.  The top line numbers the columns along the length of the line.
The cursor is displayed on the bottom, or setting, line.  The numbers
on the setting line represent column 20, column 30, etc.  Settings
(values) for Left Margin, Right Margin and the optional Paragraph
Indentation and Tab(s) are indicated by the position on the setting
line of the letters:

> L for Left Margin
> R for Right Margin
> I for Paragraph Indentation (optional)
> T for each Tab setting (optional)

These letters are the only characters that are important to the Tabs
command.  Any other character typed on the setting line are ignored.

Some values for L, R, and T are preset.  If you do not select and
execute the Tabs command, the default (preset) values of L=0, R=79 (80
column line), and T=5, 10, 15, 25, 35, 45, 55, and 65 are used.

Set the value by using the Arrows to position the cursor beneath the
desired column number and typing the appropriate letter.  To reset a
value, first blank out the letter with the Space Bar, then type it in
the new location.  If you have changed your settings then decide you
want the original values back, press Command/Escape.  This escapes the
command.  Reselecting Tabs displays the original settings.

When the desired settings are entered on the setting line, press **ENTER**
to execute the command.

The Tabs command is discussed in more detail on page 70 of the
Reference Guide section of this manual.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

- Let's Do It -

Enter Command Mode by pressing Command/Escape.  Type T for Tabs and press **ENTER**.  The Tabs prompt lines appear:

```
TABS   123456789 123456789 123456789 123
       L....T....T....T....2....T....3...
```

Press Next Window three times to view the whole line and return to the first window.

With the Space Bar, space over until the cursor covers the first T (column 5).

Type L for Left Margin to set the left margin at 5.

Space over until the cursor covers the next T (column 10).

Type I for Paragraph Indentation.

Space until the cursor covers the number 2 (column 20).

Type T for Tab.

Space until the cursor covers the number 4 (column 40).

Type T for Tab.

Space over to the number 6 (column 60).

Type R for Right Margin to set the Right Margin at 60.

Press **ENTER**.  This "executes" (performs) the command to set a Left Margin of 5, an Indentation of 10, Tabs at 20 and 40, and a Right Margin of 60.  Then you exit Command Mode.

Press Command/Escape, type T and press **ENTER** to redisplay the Tabs prompt line.

Use Next Window to view your settings.  They remain in effect until you change them or leave the Text Editor.

Press Command/Escape to return to the Command Mode prompt line.

| | | | | | |
|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

**Showing a Directory = Cataloging a Diskette**

ShowDirectory is the Files command that displays the directory (list) of the files that are on your diskette. Type **SD** and press **ENTER** to select ShowDirectory.

A directory (catalog) is the table of contents of a diskette. Cataloging a diskette is usually performed using the Disk Manager. However, with TI-WRITER, you can display the directory of your diskette on the screen at any time while you are using the Text Editor. Displaying the directory temporarily changes what is being displayed on the screen. It does not affect in any way what is in the text buffer or on your diskette.

ShowDirectory displays the same information in the same format as the Disk Manager, including available space and space used. TI-WRITER only understands files using the file formats "Display/Fixed 80" (DIS/FIX 80) and "Display/Variable 80" (DIS/VAR 80). You will notice when you show the directory of the Program Diskette that four of the files do not have either of these formats. They are program files and cannot be displayed by TI-WRITER.

The ShowDirectory prompt requests the number of the disk drive that contains the diskette you wish to catalog. Type the number and press **ENTER**. The screen is temporarily cleared and the directory is displayed. Pressing **ENTER** again returns what was previously displayed to the screen.

Let's Do It

The Command Mode prompt line is still displayed. Type F for Files and press **ENTER**. Use Next Window to see the whole prompt line.

Type **SD** to select ShowDirectory and press **ENTER**. The ShowDirectory prompt appears:

> **SHOW DIRECTORY, enter disk number:**

Type 1 and press **ENTER** to catalog the Program Diskette. Find the file with the name PRACTICE and see the format it uses. You will load this file in the next exercise.

Press **ENTER** to return the previous display to the screen.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

**Loading the Practice Document**

In TI-WRITER, files are documents or sections of a document that have been stored on diskette. Files containing a practice document are stored on the Program Diskette for use with the exercises in this section. To get (load) the first file into the text buffer of the Text Editor, you will use the filename of that file and the **LoadF** command. Type LF to select LoadF.

When you are using TI-WRITER, the term "filename" refers to a two-part name, such as DSK1.PRACTICE, with which a file is loaded (or saved). The first part (DSK1.) tells the computer that the file was stored on the diskette that is now in Disk Drive 1. A period separates this information from the actual name of the file (PRACTICE). There must be no blank spaces between any of the parts of a filename. (For more information, see the TI Disk Memory System manual.)

To execute the LoadF command, type the filename below the prompt line and press **ENTER**. The red light on the disk drive comes on while the file is being loaded. During disk drive operation, the computer "ignores" the keyboard, and pressing keys has no effect. When loading is complete, the prompt line disappears and you are in the Edit Mode of the Text Editor.

- Let's Do It -

Enter Command Mode. Type F for Files, and press **ENTER** to display the prompt:

> **LoadF,SaveF,PrintF,DeleteF,Purge or Show**

Type LF for **LoadF**, and press **ENTER** to display the prompt:

> **LOAD FILE, enter filename:**

Type DSK1.**PRACTICE** and press **ENTER**.

An exact copy of the file DSK1.PRACTICE is loaded into the text buffer and displayed on the screen. The prompt line disappears when loading is complete. Use Next Window to read over the practice document.

| New Page | CTRL 9/CTRL P | Quit | FCTN = | Screen Color | CTRL 3 |
|---|---|---|---|---|---|
| New Paragraph | CTRL 8/CTRL M | Reformat | CTRL 2/CTRL R | Tab | FCTN 7/CTRL I |
| Next Paragraph | CTRL 4/CTRL J | Right Arrow | FCTN D/CTRL D | Up Arrow | FCTN E/CTRL E |
| Next Window | FCTN 5 | Roll Down | FCTN 4/CTRL A | Word Tab | CTRL 7/CTRL W |
| Oops! | CTRL 1/CTRL Z | Roll Up | FCTN 6/CTRL B | Word Wrap | CTRL 0 (zero) |

Edit Mode - The "Write" Choice

Edit is the mode of the Text Editor for creating, displaying, and editing documents.  Text that is being created or displayed in the Text Editor is stored in a part of the computer called the text buffer.  In the last exercise, you loaded the first part of the practice document into this buffer and in the following exercises you will edit and add to this text.

One of the functions of the text buffer is to display the part of a document you are typing or editing.  The text buffer is also a sort of scratch pad that allows you to edit - make changes in - your document without affecting what is on the diskette.  To keep your newly created document or your edited document, store it on a diskette as a file.

Edit is divided into Word Wrap and Fixed modes and has two defaults: Word Wrap, and line numbers displayed.  When the Text Editor is selected, the default conditions apply.  (A default is a choice made by the software program - TI-WRITER - when the user "chooses not to choose.") Since we are dealing with a document in paragraph form, Word Wrap is the right condition.

**Cursor Manipulation**

These key combinations move the cursor in various directions on the screen without blanking out text.

                Arrows--Left, Right, Up and Down.
                    Tab--moves the cursor one tab setting to the right.
            Word Tab--moves the cursor to the first letter of the
                        next word.
Beginning of Line--moves the cursor to the beginning of the
                        line on which it is positioned.
        - Let's Do It -

Try them out to see how they work:

            Left Arrow - **FCTN S**
           Right Arrow - **FCTN D**
              Up Arrow - **FCTN E**
            Down Arrow - **FCTN X**
                   Tab - **FCTN 7**
              Word Tab - **CTRL 7**
     Beginning of Line - **CTRL V**

| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
|---|---|---|---|---|---|
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

**Editing: Correcting a Typographical Error by Typing Over**

TI-WRITER allows you to type one letter, number, or punctuation character over another without having to press any special key combinations to do so.

- Let's Do It -

Locate line 0004 and use the appropriate Arrow keys to position the cursor at the beginning of the line.

With Right Arrow, position the cursor over the t in **Ptocessing.**

Press the r key to replace the t with **r.**


**Editing: Using Delete Character to Delete Letters and Words**

Delete Character deletes the character over which the cursor is positioned as well as the space that character occupies. Delete Character only deletes one character at a time. Words are deleted character by character. Also, delete the space after the word so that no extra space is left between words.

- Let's Do It -

Locate line 0005 and position the cursor at the left margin.

Using Word Tab and Right Arrow, move the cursor along the line until it is positioned over an **m** in **autommatically.**

Now press Delete Character **(FCTN 1).** The **m** and the space it occupied are deleted.

Locate line 0006. Use Down Arrow to put the cursor on it.

Use Left Arrow to position the cursor over the l in **left.**

Press Delete Character until all of the letters in **left** and the space after it have been deleted.

Deleting **left** and the blank space positions the cursor over the **m** in **margin.**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

## Editing: Inserting — "Split and glue"

In Word Wrap Mode, Insert Character "splits" the line, and everything beyond and below the cursor is moved down one line to make room for an insertion. Later you will see the different way Insert Character works in Command Mode and Fixed Mode.

When you have finished inserting, you close up — "glue" — the line by pressing Reformat (**CTRL 2**). Reformat terminates (stops) the insertion operation, closes up the line, and adjusts subsequent lines to accommodate what you have inserted. If what you are inserting is to be followed by a blank space, as at the end of a word, put the blank space in before you press Reformat.

Sometimes, when there is a lot of text to reformat, the cursor stops blinking or disappears from the screen when Reformat is pressed. This indicates that reformatting is in progress. When reformatting is complete, the cursor resumes blinking.

### — Let's Do It —

Your cursor should still be positioned over the m in **margin** on line 0006.

Press Insert Character (**FCTN 2**). Insert Character "splits" the line so it looks like this:

> **exceed the ■**
>               **margin down to a n**

Type **right** and space once.

Press Reformat (**CTRL 2**). Use Next Window to look over the first six lines. The editing you have done made them look like this:

> USING THE TEXT EDITOR ⌐
>    ⌐
>     Creating a document with the Text Editor of the
> TI-WRITER Word Processor is made easier with the Word
> Wrap feature that automatically moves words that
> exceed the right margin down to a new inserted blank

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

**Editing: Using Reformat After Deletions and Insertions**

In Word Wrap, Reformat not only terminates Insert Character's function, but also adjusts the line lengths to accommodate insertions and deletions.

As long as you are in Word Wrap, Reformat is allowed to "fill," or to put as many words on a line as will fit between the margins. Reformatting starts with the line on which the cursor is positioned when Reformat is pressed.

    - Let's Do It -

    The cursor should still be on line 0006.

    Use Word Tab to position the cursor on the first character of the word **new** and Right Arrow to place the cursor on the space after the **w**. Remember, the next window is automatically displayed as the cursor nears the right edge of the screen.

    Press Insert Character.

    Type a comma and space once.

    Type **automatically** and space once.

    Line 0006 is now longer than the Right Margin. Watch what happens when you press Reformat. Use Next Window to see how the lines were adjusted to accommodate what you inserted.

    Use Beginning of Line to quickly position the cursor on the window that contains the line numbers.

    Locate line 0008 and position the cursor on it.

    Find the phrase **and every** and position the cursor on the **a** of **and**.

    Delete both words and the spaces after each word with Delete Character.

    Line 0008 is now shorter than the Right Margin. Watch what happens when you press Reformat. Use Next Window to see how the lines were adjusted to accomodate what you deleted.

| | | | | | |
|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

## Editing: Reformatting by Paragraph

How does Reformat know when to stop adjusting? Reformat stops when it encounters a ᘓ symbol. This symbol is called Carriage Return, and it appears in several places on the screen in the practice document. Carriage Return means "Stop reformatting here."

To see how this works, you will make several insertions and deletions in the first and second paragraphs that will shorten and lengthen several lines. When all the changes have been made, you will reformat the whole paragraph. This is much quicker than pressing Reformat after each change. Before you make your changes, you will use Next Paragraph (**CTRL 4**) and Last Paragraph (**CTRL 6**) to "fix" the paragraph indentation of the paragraph so that pressing Reformat will not delete your paragraph indentation.

    **- Let's Do It -**

    Position the cursor at the left margin of line 0002. Now press Next Paragraph (**CTRL 4**) to position the cursor on the C of **Creating** and preserve the paragraph indent in this paragraph.

    Locate line 0010 and position the cursor on it. Find the phrase **for you** and position the cursor on the space after **you**.

    Type a period (.) in the space after **you**.

    Locate line 0011, position the cursor on the **a** of **and**, and use Delete Character to delete **and** as well as the space after it.

    Press Insert Character, and space twice. Type **Now,** and space once.

    Locate line 0003 and position the cursor over the **C** in **Creating.** ( Since you are reformatting an entire paragraph, the cursor may stop blinking or disappear from the screen while reformatting is in progress.)

    Watch what happens when you press Reformat. Since there is a Carriage Return symbol at the end of the first paragraph, reformatting stops there.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

Use Next Paragraph to locate the second paragraph (line 0015) and preserve the paragraph indentation. Find the word **certainly** in this line, and position the cursor over the **c.**

Type **immediate** and press Insert Character. Type **ly** and space once.

Locate line 0017 and position the cursor on it. Find the word **immediately** and delete both the word and the space after it with Delete Character.

Locate line 0019 and position the cursor on it. Find the phrase **or not** and position the cursor on the **o** in **or.**

Delete **or not** and the space after each word with Delete Character.

Locate line 0022 and position the cursor on it. Find the number **1000** and position the cursor on the **l.**

Type **thou** over **1000** and press Insert Character.

Type **sand** and space once after it.

Locate line 0015 and position the cursor over the Y in the phrase **You can.** You have "split" several lines with Insert Character. Press Reformat and watch what happens to these lines.

## FCTN Versus Shift

The TI-99/4A console does not have as many keys as a typewriter keyboard, but has two keys – **FCTN** and **CTRL** – that a typewriter does not have.

Like a typewriter, the **SHIFT** key is used to capitalize a letter. Unlike a typewriter, some console keys also have symbols on the front side of the key. These symbols are typed by holding down the **FCTN** key, then pressing that symbol's key. Thus, one of the uses of the **FCTN** key is as an "auxiliary **SHIFT** key," which permits more characters without adding extra keys to the keyboard. The symbols on the front sides of the U, I, O, and P keys – underline, question mark, apostrophe, and quotes – are **FCTN** enabled on the TI-99/4A console. With TI-WRITER, any Arrow function can be obtained using either the **FCTN** or **CTRL** key together with the E, S, D or X key.

| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
|---|---|---|---|---|---|
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

**Carriage Return Symbols, New Paragraph, and the ENTER Key**

How do you put a Carriage Return symbol on the screen in Word Wrap? One way is to use New Paragraph (CTRL 8). New Paragraph puts a Carriage Return symbol on the screen, inserts a blank line, and positions the cursor at the beginning of that blank line. However, if you have set a Paragraph Indentation with the Tabs command, the cursor is positioned at the indentation setting instead of at the beginning of the blank line.

The **ENTER** key also has the same function as New Paragraph, but it is a conditional function. The **ENTER** key works like New Paragraph only when the cursor is on the last line of a document, or an insertion is in progress, when **ENTER** is pressed. Otherwise, the **ENTER** key simply returns the cursor to the beginning of the next line.

How do you remove a Carriage Return Symbol from the screen? Unlike the letter, number, and punctuation characters, Carriage Return symbols cannot be typed over or blanked out with the Space Bar. They are removed with a delete operation such as Delete Character, Delete End of Line, or Delete Line.

   - Let's Do It -

   Locate line 0023 and position the cursor on it.

   Find the ᴿᵣ symbol and position the cursor over it.

   Press the Space Bar several times. The Carriage Return symbol is still under the cursor.

   Press Delete Character. The ᴿᵣ symbol is deleted.

   Position the cursor on the space after YOU!.

   Since the cursor is on the last line of text, press **ENTER**. The cursor is repositioned at the indent point of the inserted blank line.

   Press New Paragraph (CTRL 8).

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

## Creating Text With Word Wrap

When you are typing a document, Next Window functions automatically to show you the window that contains the last character you typed. But what do you do when you come to the end of a line to get down to the beginning of the next line? Nothing! Since you are in Word Wrap Mode, just continue typing.

When you type beyond the Right Margin, Word Wrap moves you down to the beginning of the next blank line. If there is no blank line, Word Wrap automatically inserts one.

Remember, the end-of-file marker will keep moving down as you type more lines.

    **- Let's Do It -**

    With the cursor still positioned at the indent point on line 0025, type the following paragraph. The lines you are to copy are double spaced to help you read them. You will type them single spaced. Remember, when you come to the end of a line, just continue to type.

Create, save, and print your documents with the Text Editor, or

insert format commands into your document and print it using the

powerful Text Formatter. With the Text Formatter, such

operations as overstriking and underlining, and right margin

justification are made available. The TI-WRITER Word Processor

has many of the features of the larger word processors.

    With the cursor positioned after the period at the end of **processors**, press **ENTER**.

    Press New Paragraph.

    Read over what you have typed and, using what you have learned so far, correct any errors you may have made.

| | | | | | |
|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

## Scrolling — Sideways, Up, and Down

Next Window is the quickest way of scrolling horizontally (moving sideways).  Tab, Word Tab, and Right Arrow scroll to the right when the cursor nears the right edge of the screen.  Beginning of Line, Back Tab and Left Arrow scroll to the left.

There are several ways to scroll vertically (up and down).  When the cursor reaches the top of the screen, holding down Up Arrow causes prior lines to move onto the top of the screen one line at a time until you release it or you reach the first line of the document.  The same is true for Down Arrow and subsequent lines.

Another way to scroll vertically is by paragraph.  Next Paragraph (**CTRL** 4) positions the cursor on the first character of the following paragraph and displays the first line of the paragraph as the top line of the screen.  Pressing Last Paragraph (**CTRL 6**) positions the cursor on the first character of the previous paragraph and displays the first line of that paragraph as the top line on the screen.

A faster way to scroll vertically is with Roll Up (**FCTN 6**) and Roll Down (**FCTN 4**).  Roll Up displays the 24 lines preceding the top line on the screen.  Roll Down displays the 24 lines following the last line on the screen.

   — **Let's** Do It —

Try out these scrolling methods to see how each works.

Horizontal Scrolling

        Next Window — **FCTN 5**
           Back Tab — **CTRL T**
 Beginning of Line — **CTRL V**
         Left Arrow — **FCTN S**
        Right Arrow — **FCTN D**
                Tab — **FCTN 7**
           Word Tab — **CTRL 7**

Vertical Scrolling

        Down Arrow — **FCTN X**
          Up Arrow — **FCTN E**
    Next Paragraph — **CTRL 4**
    Last Paragraph — **CTRL 6**
         Roll Down — **FCTN 4**
           Roll Up — **FCTN 6**

| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL 0** |
|----------|------------|-------------|-------------------|-------------------|-------------------|
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

**Editing: Word Wrapping During Insertion**

Word Wrap also works when you make an insertion with Insert Character. This allows you to insert as much as you want. If what you are inserting takes you over the Right Margin, you are returned to the beginning of an inserted blank line so that you may continue typing.

    - Let's Do It -

    Position the cursor on the period after **available** on line 0030. Press Insert Character.

    Type a comma and space once. (Remember, the lines you are to copy are double spaced for easy reading. You will type them single spaced.) Then type:

as well as setting margins and paragraph indentation, inserting

blank lines, centering, and automatically numbering pages

consecutively

    With the cursor positioned on the space after **consecutively** press Reformat. Using what you have learned so far, correct any errors you may have made.

**Editing: Merging Two Paragraphs**

Placing a Carriage Return symbol at the end of each paragraph keeps your paragraphs from being merged by Reformat. Deleting the Carriage Return symbol with Delete Character will allow you to merge two paragraphs into one paragraph with Reformat.

    - Let's Do It -

    Position the cursor over the Carriage Return symbol in line 0014 and delete it with Delete Character.

    Delete the Carriage Return symbol on line 0013 the same way.

    Space twice and press Reformat. Use Next Window to see how the paragraphs merged.

| | | | | | |
|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

The **Beauty** of OOPS!

Everybody makes mistakes.  It's only natural.  That is why
TI-WRITER is designed with an OOPS! function to give you a second
chance.  If you accidently delete, type over, or blank out
characters you didn't mean to, you can press OOPS! **(CTRL 1)** and
get back what you accidentally wiped out! However, you must press
OOPS! before pressing any other key or you've missed your chance.

    - Let's Do It -

Position the cursor on any line of text after line 0001.

Press Duplicate Line **(CTRL 5)**.  Notice how the line above the
cursor is duplicated, and the duplicate line replaces the line
on which the cursor is positioned.

Press OOPS! **(CTRL 1)**.

OOPS! also recovers from these other editing operations.  Try
using them and then recovering with OOPS!.  Remember, you must
press OOPS! before pressing any other key or text cannot be
recovered.


Delete Character
Delete End of Line
Delete Line
Characters blanked out by the Space Bar
Characters typed over
Characters typed on a blank line

| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
|---|---|---|---|---|---|
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

**Editing: Deleting to the End of a Line, Deleting a Whole Line**

Delete End of Line (CTRL K) deletes everything to the right of the cursor to the end of the line including the character under the cursor. If the cursor is positioned on the first character of a line, Delete End of Line will delete all the characters on the line, but leave a blank line space. If you accidentally delete to the end of a line, you can recover it with OOPS!.

Delete Line (FCTN 3) deletes all the characters on the line as well as the line space. An accidentally deleted line can also be recovered by pressing OOPS!.

To demonstrate the functions of Delete End of Line and Delete Line, you will delete an entire sentence from the practice document. You will also learn another use for Insert Character.

　　　- Let's Do It -

　　Locate the word **Your** in line 0014 and position the cursor on the Y.

　　Press Delete End of Line (CTRL K).

　　Position the cursor at the beginning of line 0015.

　　Watch how line numbers are reassigned when Delete Line is pressed.

　　Press Delete Line.

　　Locate the phrase **the margins.** on line 0015 and position the cursor on the blank space after the period.

　　Press Insert Character to separate the part of the line you want to delete from the part you want to keep.

　　Press Delete Line.

　　Position the cursor over any character on line 0014.

　　Press Reformat.

　　Use Next Window to see how Reformat closed up all the spaces in the paragraph.

| | | | | | | |
|---|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

**Merging with the LoadF Command**

When you load a file with LoadF, whatever is in the text buffer is replaced with the file you are loading. However, you can also combine (merge) a file with the contents of the text buffer with the LoadFile command. DSK1.PRACTICE1 is the filename of the second part of the practice document stored on the Program Diskette. You will merge this file with the contents of the text buffer using the LoadF command.

The contents of the text buffer can be a newly created document or a document loaded from diskette with LoadF. Locate the line in the text buffer after which you want the file to be placed when it is loaded. Determine the line number of this line.

Then enter the Command Mode, select the LoadFile function to display the LoadF prompt line. Type the line number of the line in the text buffer AFTER which the file is to be loaded. Space once, and type the filename of the file you are merging. When you press **ENTER**, the file is merged into the text buffer.

```
Example: 23 DSK1.NAMEFILE
            |  |
            |    Filename of file to be merged into text buffer.
            |
             Line number in text buffer after which file is loaded.
```

The LoadF prompt line retains and displays the filename of the last file that was loaded OR saved. However, this filename can be deleted with Delete End of Line and a new filename typed in its place. Also, any or all of a displayed filename can be typed over, blanked out or edited with Insert Character or Delete Character. Always be sure that all undesired parts of a displayed filename are either typed over or blanked out before you press **ENTER**.

This word of caution: There is only so much room in the text buffer (approximately 23,000 characters). If the combined length of the contents of the text buffer and the merging file is too big to fit in the buffer, only the portion of the file that fills the buffer is loaded. When the buffer becomes full, the message "TEXT BUFFER FULL, save or purge!" is displayed. When this happens, you can either save all or part of the file being displayed and then delete the saved portion, or clear the whole buffer and start over.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

- Let's Do It -

Make sure the Program Diskette is in Disk Drive 1 and the disk drive door is closed.

Enter the Command Mode by pressing Command/Escape.

Type **LF** for LoadF and press **ENTER.**  The LoadF prompt is displayed:

> **LOAD FILE, enter filename:**
>      **DSK1.PRACTICE**

The filename you used to load the first part of the practice document is displayed below the prompt line.

Press Insert Character.

Type 30 and space once.  Notice how the characters are "pushed" ahead of the cursor as you type.  This is how Insert Character works in Command Mode.

Use Right Arrow to position the cursor after the **E** in **PRACTICE.**

Type 1 after **PRACTICE.**  Your filename should now look like this:

> **30 DSK1.PRACTICE1**

Press **ENTER.**  When you press **ENTER,** the file DSK1.PRACTICE1 is loaded and merged into the text buffer after line 0030 of the document already there.

When loading is complete, the prompt line disappears.

Locate lines 0030 and 0031 to see how the file was merged.

| New Page | CTRL 9/CTRL P | Quit | FCTN = | Screen Color | CTRL 3 |
| New Paragraph | CTRL 8/CTRL M | Reformat | CTRL 2/CTRL R | Tab | FCTN 7/CTRL I |
| Next Paragraph | CTRL 4/CTRL J | Right Arrow | FCTN D/CTRL D | Up Arrow | FCTN E/CTRL E |
| Next Window | FCTN 5 | Roll Down | FCTN 4/CTRL A | Word Tab | CTRL 7/CTRL W |
| Oops! | CTRL 1/CTRL Z | Roll Up | FCTN 6/CTRL B | Word Wrap | CTRL 0 (zero) |

**Finding Out About FindString**

FindString is the SearcH command that allows you to find the first occurrence of a particular word or phrase in your document. Type FS and press **ENTER** to select FindString.

In computer terminology, the word or phrase you wish to find is called a string. The FindString prompt line requests that you "enter /string/." To do this, first type a slash to tell the computer that what follows next is to be considered a string. Then type the word or phrase you wish to find. Finally, type a second slash to tell the computer the string has been defined. Pressing **ENTER** executes the function.

<u>Before</u> you enter Command Mode, position the cursor one character before the point at which you want to begin searching. FindString begins searching one character to the right of the cursor. For example, to search the entire document, position the cursor at the left margin of the first line of the document.

FindString searches for the string exactly as you have typed it. When the string is located, the cursor is positioned on the first character of the string, that line is displayed as the top line on the screen, and you are returned to Edit Mode. If FindString cannot locate anything that exactly matches the string as you defined it, you are simply returned to Edit Mode with the last line of the file displayed as the top line on the screen.

One way to quickly locate the first line of the document is with Show, a Lines command selected by typing S and pressing **ENTER**. The prompt "SHOW LINE enter line number:" appears. Type in the line number of the line you wish to show, and press **ENTER**. That line is displayed as the top line of the screen and you are returned to Edit Mode.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

- Let's Do It -

Enter Command Mode, type **S** and press **ENTER** to display the Show prompt line:

> **SHOW LINE enter line number:**

Type **1** and press **ENTER**.  Show quickly locates the first line in the file.

Position the cursor at the left margin of line 0001.

Enter Command Mode.

Type **SH** to select the group of SearcH functions and press **ENTER** to display the SearcH prompt line:

> **FindString or ReplaceString:**

Type **FS** to select FindString and press **ENTER**.

The FindString prompt is displayed:

> **FIND enter /string/ :**

Type **/TI-WRITER/** and press **ENTER**.

FindString locates the first time TI-WRITER appears (in line 0004), positions the cursor on the **T** and displays this line as the top line on the screen.

Use Roll Up to locate the top line of the document again.

Enter Command Mode.

Type **FS** to directly select the FindString function, and press **ENTER**.  The last string you searched for is displayed below the prompt line.

Type **/TI-Writer/** over the displayed string and press **ENTER**.

The FindString function cannot locate this string since TI-WRITER is the only way it appears in the document.  When the end of the file is reached, you are returned to Edit Mode.

| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

**ReplaceString to the Rescue**

ReplaceString is the SearcH command that allows you to replace a
character, word, or phrase (string) with another character, word, or
phrase in some or all of the places it appears in your document.  To
select ReplaceString, type **RS** and press **ENTER.**

Like FindString, ReplaceString begins searching one character to the
right of the cursor's position when Command Mode is entered.

ReplaceString requests that you define two strings by enclosing them in
slashes: /old string/new string/.  The "old string" is the string you
wish to replace, and the "new string" is the string that is to replace
it.  In Word Wrap Mode, if the new string is longer or shorter than the
old string, ReplaceString reformats your paragraphs to incorporate the
new string.

When you have defined the old and new strings by typing them below the
prompt line, press **ENTER.**  ReplaceString finds the first place the old
string appears and positions the cursor on the first character of the
string.  But ReplaceString needs to know something else before it
replaces the old string with the new string.

The execution prompt appears requesting you to type **Y, N, A** or S.

Type Y to replace the old string being displayed with the new string,
        and find the next instance of the old string.

Type N if you do not want to replace the old string being displayed.
        The next instance of the old string is located and displayed.

Type A to replace the old string with the new string in all subsequent
        instances.

Type S to stop the command and return to Edit Mode.  The cursor is
        positioned on the first character of the last string found.

This way, you may selectively replace your word or phrase or replace it
in every instance.

The last string(s) defined for FindString or ReplaceString is retained
and displayed below the prompt line until you alter the string by
blanking it out or typing over it or until you exit the Text Editor.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

- Let's Do It -

Use Roll Up to locate line 0001 and position the cursor at the left margin of that line.  Enter Command Mode.

Type **RS** to select ReplaceString and press **ENTER**.  The ReplaceString prompt line is displayed:

> **REPLACE enter /old string/new string/ :**
> **/TI-Writer/**

Type **/codument/document/** over the string displayed, and press **ENTER**.  The execution prompt line is displayed:

> **REPLACE STRING (Yes,No,All,Stop)?**

The first instance of **codument** is found, in line 0035, and the cursor is positioned on the c.

Type **Y** for Yes.  The old string in line 0035 is replaced.

Type **N** for No.  The old string in line 0036 is not replaced.

Type **A** for All.  All remaining strings are replaced, and you are returned to Edit Mode.

Position the cursor at the left margin of line 0001 and re-enter Command Mode.  Re-select ReplaceString by typing **RS** and pressing **ENTER.**

Type **/TI-WRITER/TI-WRITER Word Processor/** over the string displayed below the prompt line, and press **ENTER.**

When the execution prompt line appears, type **S** for Stop.  The ReplaceString command is cancelled.

Use Roll Up to locate and position the cursor at the left margin of line 0001.  Enter Command Mode and select FindString.

Type **/codument/** over the displayed strings (from the last ReplaceString), and press Delete End of Line.  Press **ENTER.** FindString locates the **codument** you did not replace the first time you performed ReplaceString.

Type **document** over **codument.**

| New Page | CTRL 9/CTRL P | Quit | FCTN = | Screen Color | CTRL 3 |
|---|---|---|---|---|---|
| New Paragraph | CTRL 8/CTRL M | Reformat | CTRL 2/CTRL R | Tab | FCTN 7/CTRL I |
| Next Paragraph | CTRL 4/CTRL J | Right Arrow | FCTN D/CTRL D | Up Arrow | FCTN E/CTRL E |
| Next Window | FCTN 5 | Roll Down | FCTN 4/CTRL A | Word Tab | CTRL 7/CTRL W |
| Oops! | CTRL 1/CTRL Z | Roll Up | FCTN 6/CTRL B | Word Wrap | CTRL 0 (zero) |

## Storing Your Document on Diskette with the SaveF Command

You have explored a way to get a file from diskette into the text
buffer with the LoadF command.  Now you will explore a way to get a
document from the text buffer to a diskette.  This is done with the
SaveF command.  Just like LoadF, SaveF uses filenames, and is performed
in the same manner.  SaveF is selected by typing **SF** and pressing **ENTER.**

Loading a file does not in any way change what is on your diskette.
The disk drive simply "reads" (transmits an exact copy of) the file to
the text buffer where it can be displayed on the screen.  So, even
though you have loaded the file, it is still there on the diskette.

Saving a file, on the other hand, "writes" (records an exact copy of)
what is in the text buffer onto the diskette.  Writing to diskette does
not delete the contents of the text buffer or remove the display from
the screen.  However, it does change what is on your diskette in one of
two ways.  If the diskette does not contain a file with the filename
you type for the SaveF command, a new file is created and given that
filename.  But if there is already a file with that filename, the
previous contents of that file are erased and what you are saving is
put in its place.

The SaveF prompt line retains and displays the filename of the last
file that was saved OR loaded until you exit the Text Editor.  If you
wish to keep this filename for your file, simply press **ENTER.**
Otherwise, this "default" filename may be blanked out, typed over, or
edited.

If you have not saved or loaded a file while you are in the Text
Editor, no filename will appear under the SaveF prompt line.  You must
then type in the filename for your new file, using the same filename
form as is used with LoadF.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL 0** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

- Let's Do It -

**If you are using only one disk drive:** Remove your Program Diskette from the disk drive, and replace it with your user diskette.

Enter Command Mode by pressing Command/Escape.

Type **F** for Files and press **ENTER** to display the prompt line:

> **LoadF,SaveF,PrintF,DeleteF,Purge or Show**

Type **SF** to select the SaveF command, and press **ENTER**.

The SaveF prompt and the last filename used to load or save a file appears.

> **SAVE FILE, enter filename:**
> **30 DSK1.PRACTICE1**

**If you are using only one disk drive:**

Type **DSK1.MYFILE** and press Delete End of Line to delete the part of the default filename not typed over.

Press **ENTER**.

**If you are using more than one disk drive:**

Type: **DSK2.MYFILE** and press Delete End of Line to delete the part of the default filename not typed over.

Press **ENTER**.

Remember, while the file is being saved, the keyboard is ignored. Once saving is complete, the prompt line disappears, and the keyboard responds again.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

**A Moving Experience**

Move is the Lines command that moves entire lines of text from one place in your document to another, and renumbers the lines. To select Move, type **M** and press **ENTER**.

Move uses line numbers. To perform the Move function, type the line number of the first line of text to be moved (start line) and space once. Next type the line number of the last line of text to be moved (stop line), and space once. Then type the line number AFTER which these lines are to be moved ("after" line). Then press **ENTER**.

**- Let's Do It -**

Position the cursor on the space after the period in **used** it. on line 0014. Use Insert Character to split the line.

Position the cursor on the space after the period in **work.** on line 0017. Use Insert Character to split the line. The two sentences you have just isolated on lines 0015 through 0017 are the lines you will move.

Position the cursor on the space after the period in **consecutively.** on line 0030. Use Insert Character to split the line. Now you will be able to move lines 0015 through 0017 after line 0030.

Enter the Command Mode. Type **L** and press **ENTER** to display the Lines prompt:

**Move,Copy,Delete or Show lines:**

Type **M** for Move and press **ENTER** to display the prompt:

**MOVE start line, stop line, after line:**

Type 15 17 30 and press **ENTER**.

When you are returned to Edit Mode, locate line 0031 and see how the lines were moved and renumbered.

Position the cursor on line 0026 and press Reformat.

Locate line 0015 and notice where the text was removed. Put the cursor on line 0013 and press Reformat.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

## Copying Lines with Copy

Copy is the Lines command that allows a copy of entire lines to be placed in another location in your document, and renumbers the lines. C is the command that selects Copy. Like Move, Copy requests start line number, stop line number, and after line number separated by spaces.

   **- Let's Do It -**

   Locate lines 0018 through 0031 - the lines to be copied. Then locate line 0043 - the "after" line.

   Enter Command Mode. Type C for Copy and press **ENTER** to display the Copy prompt line:

   > **COPY start line, stop line, after line:**

   Type **18 31 43** and press **ENTER**. Locate lines 0018, 0031, and 0043 to see how Copy worked.

## Delete Several Lines with Delete

Delete is the Lines command that deletes groups of lines, closes up the "gap," and renumbers the lines. D is the command to select Delete. The Delete prompt requests only two line numbers: start line number and stop line number, separated by a space.

   **- Let's Do It -**

   Locate lines 0018 through 0031 - the lines to be deleted.

   Enter Command Mode. Type D for Delete and press **ENTER** to display the Delete prompt line:

   > **DELETE enter start line, and stop line:**

   Type **18 31** and press **ENTER**. Locate line 0018 to see how Delete removed the whole paragraph.

| | | | | | |
|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

**Loading Parts of Files**

You have learned how to load an entire file.  Now you will learn how to load part of a file with LoadF.

Loading Part of a File

To load part of a file with LoadF, you need to know the start line number, the stop line number, and the filename of the file that contains the part you wish to load.  The numbers and filename are separated from one another by spaces.  Anything in the text buffer is erased and replaced with the part of a file being loaded.  But remember, with LoadF you also have the option to merge the file with the contents of the text buffer.

```
EXAMPLE: 21 118 DSK1.NAMEFILE
          |   | |
          |   |   Filename of part to be loaded
          |   |
          |     Line number of last line of part to be loaded
          |
           Line number of first line of part to be loaded
```

Loading and Merging Part of a File

To merge part of a file with the contents of the text buffer, first determine the line number of the line in the text buffer after which you want the file portion to start.  Then determine the start line and stop line of the file portion to be merged.  Enter the Command Mode and select LoadF.  When the prompt appears, first type the "after" line number and space once.  Then type the start line number, space once and type the stop line number of the part of the file to be merged.  Now type the filename of the file that contains the part you are merging. Then press **ENTER.**

```
EXAMPLE: 14 1 302 DSK2.NAMEFILE
          | |  | |
          | |  |  Filename of part of file to be merged
          | |  |
          | |    Line number of last line of part to be merged
          | |
          |  Line number of first line of part to be merged
          |
           Line number after which part is to be merged
```

| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL 0** |
|----------|-----------|-------------|-------------------|-------------------|-------------------|
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

- Let's Do It -

You will load and merge lines 0004 through 0056 of the document you stored in the SaveF exercise.

Enter the Command Mode, type **LF** and press **ENTER.** The LoadF prompt line appears.

**If you are only using one disk drive:**

    Press Insert Character. Type **2** 3 **56** and space once.

    The filename under the prompt line should look like this:
    2 3 56 DSK1.MYFILE

    Press **ENTER.**

**If you are using more than one disk drive:**

    Press Insert Character. Type **2** 3 **56** and space once.

    The filename under the prompt line should now look like this:
    2 3 56 DSK2.MYFILE

    Press **ENTER.**

When loading is complete, locate lines 0002 and 0057 to see where the file was loaded and merged.

| | | | | | | |
|---|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

### Saving Parts of File

You have learned to load parts of files with LoadF. You can also <u>save</u> part of the contents of the text buffer with the SaveF command.

To save part of a document with SaveF, you need to know the line number of the first (start) line and the last (stop) line of the part you want to save. You will also need a filename. Remember: if you give the part you are saving the same filename as a file already on your diskette, the contents of that file are erased and replaced with the part you are saving.

Enter the Command Mode and select SaveF. When the prompt appears, type in the start line number, and space once. Next, type the stop line number, and space once. Then, type the filename you wish to give this part, and press **ENTER**. Saving a part of a file does not delete that part from the text buffer.

 – Let's Do It –

Locate lines 0043 through 0054 in your text. This is the part you will be saving.

Enter Command Mode, type **SF** for SaveF and press **ENTER**. The SaveF prompt appears.

**If you are using only one disk drive,** 2 3 56 DSK1.MYFILE appears below the prompt line.

**If you are using more than one disk drive,** 2 3 56 DSK2.MYFILE appears below the prompt line.

You will type another filename over this filename.

**If you are only using one disk drive:** Type 43 54 DSK1.SAVE/POF and press **ENTER**.

**If you are using more than one disk drive:** Type 43 54 DSK2.SAVE/POF and press **ENTER**.

When saving is complete, the prompt line disappears.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

**Deleting a File From Diskette**

DeleteF is the Files command which erases a file from a diskette. Type DF and press **ENTER** to select DeleteF. Like the other Files commands, DeleteF requests a filename.

A word of caution: once a file has been deleted from a diskette, it cannot be recovered.

When the DeleteF prompt line is displayed, type the filename of the file you wish to delete. Check the filename to be sure it is the one you wish to delete. Then press **ENTER.** The disk drive erases that file from your diskette.

**- Let's Do It -**

Enter Command Mode. Type **SD** for ShowDirectory and press **ENTER.**

Type the number of the disk drive that contains your user diskette, and press **ENTER.**

When the directory is displayed, find the file **SAVE/POF.** This is the file you will delete. Cancel the directory display by pressing **ENTER.**

Enter Command Mode. Type **DF** to select DeleteF and press **ENTER.** The DeleteF prompt line appears:

> **DELETE FILE, enter filename:**

**If you are only using one disk drive:** Type DSK1.**SAVE/POF** and press **ENTER.**

**If you are using more than one disk drive:** Type DSK2.**SAVE/POF** and press **ENTER.**

The disk drive deletes the file from the diskette.

Enter Command Mode and select ShowDirectory. Type the number of the disk drive containing your user diskette and press **ENTER.** The file SAVE/POF has been deleted from the diskette and no longer appears in its directory.

Press **ENTER** to cancel the directory display.

| | | | | | |
|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

**Printing a File From the Text Editor**

PrintF is the Files command which prints the document in the text buffer. Type **PF** and press **ENTER** to select PrintF.

To print a document with TI-WRITER, your printer should be connected and set as recommended in the "Setting Up the Printer" section, page 118 of this manual. Use that section to help you determine the devicename of your printer. If you are using a serial printer, the devicename is **RS232.BA=n** where "n" is the baud rate of your printer. Some common baud rates are 300, 600, 1200, 4800, and 9600. If, however, you are using a parallel input/output (I/O) printer, **PIO** is your devicename.

Enter the Command Mode and select PrintFile. Type the devicename of your printer and press **ENTER**. Printing starts.

To cancel a PrintF command in progress, press **FCTN 4**. The message "I/O ERROR = 06" appears on the screen to show the command has been cancelled. The printer stops when its buffer is empty, or it may be stopped as your printer manual indicates. Pressing **ENTER** returns you to the Command Mode prompt line. If the printer must be stopped immediately due to jammed paper, jammed ribbon, etc., stop the printer in the way indicated by your printer manual. Then cancel the PrintF command.

**- Let's Do It -**

(Continuous paper should be used with this exercise.)

Determine the device name of your printer (see pages 118-119).

Enter Command Mode, type **PF** to select PrintF, and press **ENTER**. The PrintF prompt line is displayed:

> **PRINT FILE, enter devicename:**

Type the devicename of your printer and press **ENTER**. Printing begins. When printing is complete, the prompt line disappears and you are back in Edit Mode.

Refer to the "Setting Up Your Printer," and "In Case of Difficulty" sections of this manual or to your printer manual if you have difficulty with this exercise.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

**New Page and the Printer**

New Page causes the printer to begin a new page. Pressing **CTRL 9** puts a New Page symbol ( ♫ ) and a Carriage Return symbol ( ⌐ ) on the blank line it inserts into your document. New Page symbols can be blanked out with the Space Bar or typed over. Delete Line removes the whole New Page line.

When you do not put New Page lines in your document, pagination is left up to the printer. When most printers encounter the New Page line, they automatically end the page being printed. Whatever follows the New Page line is printed at the top of a new page. In computer terminology, the function New Page performs is called "form feed". (Note: If your printer does not recognize form-feed characters, it will not recognize New Page. See your printer manual.)

    **- Let's Do It -**

    Position the paper in your printer at the beginning of a new page in the manner prescribed by your printer manual.

    Locate line 0055 and position the cursor on it.

    Press New Page **(CTRL 9).**

    Locate line 0083 and position the cursor on it.

    Press New Page.

    Enter the Command Mode and select PrintF.

    Notice that when the PrintFile prompt line is displayed, the device name you typed for the previous exercise is also displayed.

    Press **ENTER** to print.

    Look over what you printed to see how New Page affected what was put on each page of your document.

| | | | | | |
|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

## Getting a Fix on Fixed Mode

Up to now, you have been using Word Wrap Mode, the mode for documents in paragraph form. You know you are in Word Wrap Mode because the cursor is a solid rectangle. Word Wrap is the default in the Text Editor.

Since Word Wrap is the default choice, what is the other choice? Fixed Mode, the other mode of Edit. Fixed Mode is for charts, graphs, tables and other types of columnar and tabular documents. To enter this mode, press Word Wrap **(CTRL Zero)**. Fixed Mode is indicated by a hollow cursor - the outline of a rectangle. Pressing Word Wrap again returns you to Word Wrap Mode.

There is no wrapping or filling (reformatting) in Fixed Mode. Therefore, those editing operations that wrap or reformat cannot do so in Fixed Mode.

The function of Insert Character is altered in Fixed Mode. Pressing Insert Character does not "split" the line. Instead, characters are "pushed" (moved) to the right along the line to accomodate insertions. However, as insertion causes characters at the end of the line to cross the right margin, they are deleted a character at a time to make room for what you are inserting. Also, pressing any other key combination such as an Arrow, Delete Character, etc., terminates the function of Insert Character in Fixed Mode.

The function of Reformat in Fixed Mode is restricted to terminating Insert Character's operation. There is no word wrapping in Fixed Mode, and Reformat cannot perform any of its filling functions.

Since in Fixed Mode no text can be filled or wrapped onto another line, neither **ENTER** nor New Paragraph types a Carriage Return symbol, or inserts a blank line. However, pressing **ENTER** returns the cursor to the beginning of the next line. And, if the cursor is on the last line of text, pressing **ENTER** also inserts a blank line.

It is best to enter Fixed Mode before loading a document that was created in Fixed Mode. This prevents the "extra" spaces from being removed from your document should you press Reformat.

| | | | | | |
|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL O** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

**- Let's Do It -**

Use Roll Up to locate line 0001 and position the cursor on that line.

Use Next Window to display the end of line 0001 and position the cursor near the end of the line.

Press Word Wrap **(CTRL Zero)**.

See what the cursor looks like now - the outline of a rectangle.

Press Insert Character.

Type whatever you like until characters begin to be deleted off the end of the line.

Press OOPS!.

Press **ENTER** and then press New Paragraph.  Notice when you press New Paragraph nothing happens.

Position the cursor near the end of a blank line.

Type whatever you like.  The cursor stops at the Right Margin and no more characters can be typed.

Press OOPS!.

Press Word Wrap to return to Word Wrap Mode.

| | | | | | |
|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

**Time to Quit**

Quit is the Files command that terminates a session and/or exits the Text Editor.  To select Quit, type Q and press **ENTER**.  Quit has three options — Save (SaveF), Purge, and Exit.

The Save option works just like the SaveF command you have already used. Type **S** and press **ENTER** to select Save.  Saving a file does not remove it from the text buffer.  This is done with the Purge commmand.  Type **P** and press **ENTER** to select Purge.  You do not have to purge to quit, but if you want to keep what is in your text buffer, save before you quit.

If you accidentally purge, you may be able to recover all but the first line of the contents of the text buffer with RecoverEdit, as discussed on page 88.

Exit is the option that returns you to the main menu screen.  Type E and press **ENTER** to select Exit.  Exit can only be selected from the Quit prompt line.

**- Let's Do It -**

Enter Command Mode.  Type Q for Quit and press **ENTER**.  The Quit prompt line appears:

> **QUIT, enter Save, Purge, or Exit:**

Type **S** to select Save (SaveF) and press **ENTER**.

When the SaveF prompt line appears, delete the filename that appears below the prompt line with Delete End of Line.

**If you are only using one disk drive:** Type **DSK1.MYFILE** and press **ENTER**.

**IF you are using more than one disk drive:** Type **DSK2.MYFILE** and press **ENTER**.

When the file is saved and the prompt disappears, enter Command Mode, type Q for Quit and press **ENTER**.

| | | | | | | |
|---|---|---|---|---|---|---|
| Back Tab | **CTRL T** | Delete Line | **FCTN 3/CTRL N** | Insert Blank Line | **FCTN 8/CTRL 0** |
| Beginning of Line | **CTRL V** | Display Line Numbers | **FCTN 0 (zero)** | Insert Character | **FCTN 2/CTRL G** |
| Command/Escape | **FCTN 9/CTRL C** | Down Arrow | **FCTN X/CTRL X** | Last Paragraph | **CTRL 6/CTRL H** |
| Del. Character | **FCTN 1/CTRL F** | Duplicate Line | **CTRL 5** | Left Arrow | **FCTN S/CTRL S** |
| Delete End of Line | **CTRL K** | Home Cursor | **CTRL L** | L. Margin Release | **CTRL Y** |

When the Quit prompt line appears, type **P** for Purge, and press **ENTER**. The Purge prompt line appears:

> **PURGE FILE, are you sure (Yes, or No)?**

Type **Y** for Yes and press **ENTER**.

When the prompt line disappears and you are returned to Edit Mode, the text buffer is purged and no text appears on your screen.

Enter Command Mode, type **Q** to select Quit, and press **ENTER**.

When the Quit prompt line appears, type **E** to select Exit, and press **ENTER**. You are returned to the main menu screen.

**Congratulations!**

You have now completed the exercises that explore the Text Editor option of TI-WRITER. For more complete information on any of the functions or features of the Text Editor, refer to the reference section of this manual entitled "Text Editor."

Please continue to the next section to explore the Text Formatter option of TI-WRITER.

**Note:** The file FORMATDOC on the Program Diskette is the document created with the Text Editor exercises and may be used for comparison.

| | | | | | |
|---|---|---|---|---|---|
| New Page | **CTRL 9/CTRL P** | Quit | **FCTN =** | Screen Color | **CTRL 3** |
| New Paragraph | **CTRL 8/CTRL M** | Reformat | **CTRL 2/CTRL R** | Tab | **FCTN 7/CTRL I** |
| Next Paragraph | **CTRL 4/CTRL J** | Right Arrow | **FCTN D/CTRL D** | Up Arrow | **FCTN E/CTRL E** |
| Next Window | **FCTN 5** | Roll Down | **FCTN 4/CTRL A** | Word Tab | **CTRL 7/CTRL W** |
| Oops! | **CTRL 1/CTRL Z** | Roll Up | **FCTN 6/CTRL B** | Word Wrap | **CTRL 0 (zero)** |

# USING THE TEXT FORMATTER

The Text Formatter processes a document according to special commands it finds in the text. These format commands are inserted into a document using the Text Editor.

The practice exercises in this section make use of the file FORMATDOC on the Program Diskette. First, read the brief explanation of the uses of a group of format commands. Then do the practice exercise - **Let's Do It** - in which the commands are inserted into the document. The final exercise demonstrates how documents are printed using the Text Formatter.

To see the full range of commands and what each does, refer to the Text Formatter reference section of this manual beginning on page 99.

**Note:** For best results, begin using the Text Formatter by doing the practice exercises in the "Using the Text Editor" section and then the practice exercises in this section.


## Using Format Commands

Format commands are instructions to the Text Formatter that are inserted into your document while in the Text Editor. These command statements describe to the Text Formatter how you want your document to appear in printed form.

You may insert these command statements into your document as you create it, or insert them after you have finished creating your document. When format commands have been inserted, the document is then stored on diskette. The Text Formatter can only process and print documents that have been stored on diskette.

Format commands (with the exception of Overstrike, Underscore, and Required Space) and text must not appear on the same line. However, format commands may begin at any point on a line. Carriage Return symbols are the only other characters that may follow or be on the same line with a format command. You should always end the line above a format command with a Carriage Return symbol, and put a Carriage Return symbol at the end of each format command line. That way, if you edit your document, format commands will not be wrapped up onto a line of text and nullified.

Lines containing format commands do not appear in a document printed through the Text Formatter.

With the exception of the Overstrike, Underscore and Required Space commands, format command statements have a particular form that enables the Text Formatter to recognize them as commands.  The first character of a format command line is a period (.).  Because periods are also used as a part of a document, format commands must be on a line by themselves, and there must be no characters in front of the period. Directly after the period are two letters - always capitalized - that tell the Text Formatter what to do with the text that follows.

**- Let's Do It -**

Make sure your equipment is properly set up, and turned on.

Get out the user diskette on which you stored the practice document you created with the exercises in the "Using the Text Editor" section.

**If you are only using one disk drive:** Put the Program Diskette in your drive.

**If you are using more than one disk drive:** Put the Program Diskette in Disk Drive 1, and your user diskette in Disk Drive 2.

Since text format commands must be inserted in the Text Editor, display the main menu screen and select the Text Editor.

Type **LF** to select LoadFile and press **ENTER.**

Type **DSK1.FORMATDOC** and press **ENTER.**


Note: If you do not press any keys on the keyboard for nine minutes, the Screen Saver feature will blank the screen.  To return the display, press Left Arrow or Right Arrow.

## Format Commands that Affect the Right Margin

There are two pairs of commands that affect the way the right margin of
a document is printed. The first pair is Fill/No Fill, and the second
pair is Adjust/No Adjust. These commands affect how words are
positioned between the left and right margin.


Fill (.FI) and No Fill (.NF)

The **Fill** command instructs the Text Formatter to put as many words onto
a line as will fit between the left and right margins - "fill" the line
full. Use Fill when the document is to be printed with different
margins than were used when it was created. Another good use for Fill
is when margins and/or indentations vary within a document. That way,
you can use format commands for margins and indentations, and let the
Text Formatter do all the "dirty work".

The **No Fill** command instructs the Text Formatter to print the lines of
your document exactly as they were created in the Text Editor. When
**.NF** is used in a document, all subsequent margin and indent commands
are ignored, and text is printed with the same margins, indents and
line lengths with which it was created. No Fill is a default condition
in Text Formatter. The Text Formatter does not fill lines unless you
instruct it to do so with the Fill command.

The No Fill command allows you to temporarily "turn off" the Fill
command to print a section of a document "as is" - as it was created in
your file. You must reinsert the Fill command at the point you wish
the Text Formatter to resume filling text.

This important note: If you are using both Fill and Adjust, when Fill
is turned off with the No Fill command, Adjust is also turned off. You
cannot use Adjust without also using Fill.

Adjust (.AD) and No Adjust (.NA)

"Right Margin Justification" is the word processing term that  describes
the  function  performed  by **Adjust.** The Adjust command makes the right
margin  straight  (justified)  as  the  left  margin  always  is.  This
paragraph  is  right justified.  To do this, the Text Formatter "spreads"
lines by inserting extra blank  spaces  between  words  until  the  last
character  in  the  line  is up against the right Margin.  This way,  all
lines that do not end in a Carriage Return  symbol  are  made  the  same
length.  You  cannot use the Adjust command without also using the Fill
command.

The **No Adjust** command is a default condition. The Text Formatter will
not adjust lines unless specifically instructed to do so by the Adjust
command. Like No Fill, No Adjust can be used to temporarily cancel
Adjust to print parts of documents with unjustified right margins.
Again, the Adjust command must be inserted at the point where right
margin justification is to resume.

If you do not want your document filled or adjusted, do not use any of
the above commands. No Fill and No Adjust are default conditions in
Text Editor.

A word of caution: Fill and Adjust cause the same conditions in the
Text Formatter as operate in Word Wrap Mode of the Text Editor - they
allow the Text Formatter to fill and wrap to fulfill the requirements
of the command. Therefore, using either Fill or Fill and Adjust to
print a document created in Fixed Mode makes a mess out of it!

### - Let's Do It -

Press the Alpha Lock Key down until it clicks. Formatter commands
are always capitalized.

Locate line 0001 and position the cursor at the beginning of it.

Press Insert Blank Line.

Type **.FI** and press New Paragraph.

Locate line 0032 and position the cursor at the beginning of it.
(Remember what the Show command does?)

Type **.AD** and press New Paragraph.

Locate line 0059 and position the cursor several spaces to the
right of the left margin.

Type **.NA** and press New Paragraph.

Locate line 0088 and position the cursor on it.

Type **.NF** and press New Paragraph.

When your document is printed through the Text Formatter at the end of
this section, the Fill command causes paragraphs #1, #2, #5, and #6 to
be filled but not adjusted. The Adjust command causes paragraphs #3
and #4 to be both filled and adjusted. The insertion of the No Fill
command causes the last two paragraphs in the document to be printed
with the margins and indentations with which they were created in the
Text Editor.

## Document Dimension Commands

These commands set the dimensions of your document on the printed page by controlling the left and right margins and the page length (the number of lines that are printed on each page).

Some format commands require a numerical value to be stated with the command. The letter "n" for number indicates not only that the command requires a number, but where the number goes. When you use a command in which "n" appears, replace "n" with the number you wish the command to use in performing its function. Always put a space between the capitalized letters and the number that replaces "n."

When "n" is used in a command, it can represent an absolute or a relative value. An absolute value is a number by itself that "resets" the previous "n" to the new value. A relative value is a number with a plus or minus sign in front of it that "relates" back to the previous "n" to determine the new value. The commands for Left Margin, Right Margin, and Page Length accept either absolute or relative values of "n."

Left Margin (**.LM n**)

The **Left Margin** command sets the left margin at the column number that replaces "n" in the command. You may set and reset the left margin with this command as many times as you wish. However, each time you reset your margins, you must also reset your indentations.

As an example of how absolute and relative values for "n" work, the command **.LM** 5 would give your left margin a value of 5, and that would be your left margin until you changed it with another Left Margin command. Suppose you used **.LM +5** to change the left margin. This command adds 5 to the previous value of the left margin to give a new value of 5+5, or 10. Then suppose you inserted the command **.LM −6** further on. This would give you a new left margin value of 10-6, or 4.

Right Margin (**.RM n**)

The Right Margin command sets the right margin at the column number that replaces "n" in the command. Changing the right margin does not affect indent commands. Absolute and relative values work in this command as they do in the Left Margin command. For example, **.RM 65** sets the Right margin at column 65, then **.RM −5** changes the right margin to column 60, and **.RM +10** changes the right margin to column 70. The only thing to watch is that the number for the Right Margin command is larger than the number for the Left Margin command!

Note: When text is printed through the Text Formatter using the No Fill command, subsequent Left Margin, Right Margin, and Indent commands are ignored.  Also, to print 80 characters per line, use the commands **.LM** 0 and **.RM 79.**

Page Length (**.PL n**)

The command for Page Length determines the number of lines the Text Formatter will put on each page.  Page Length also has a default condition.  If you do not use the Page Length command, the Text Formatter will cause the printer to print 66 lines per page.  The only thing to remember with this command is not to use a number that will cause more lines to be printed on a page than will fit on the paper you are using!

**- Let's Do It -**

Locate line 0002 and position the cursor on it.

Type **.LM** 10 and press New Paragraph.

Type **.RM 65** and press New Paragraph.

Type **.PL 26** and press New Paragraph.

Locate line 0024 and position the cursor on it.

Type **.LM -5** and press New Paragraph.

Type **.RM +10** and press New Paragraph.

Locate line 0050 and position the cursor on it.

Type **.PL 56** and press New Paragraph.

Type **.LM +10** and press New Paragraph.

The Page Length command causes the first page of your document to have 26 lines of text, and the Left and Right margin commands set a left margin of 10 and a right margin of 65.  The second set of margin commands causes paragraphs #2 and #3 to be printed with a left margin of 5 and a right margin of 75.  The second Page Length command sets a new page length of 56 lines.  The final Left Margin command changes the left margin to 15, but the right margin remains unchanged.  These margin settings of 15 and 75 remain in force until the No Fill command is encountered.

## Indent, Indenting and "Outdenting"

The Indent command .IN n sets the paragraph indentation point. An absolute value for "n" indents the first line of a paragraph to that column number regardless of the left margin. However, relative values for "n" are relative to the left margin and not to the previous Indent command. A "+n" is added to the value of the left margin to determine the indentation point. For example, if the left margin is 10 and the command .IN +5 is used, the indentation point would be 10+5, or 15.

The value of "-n" is subtracted from the value of the left margin. This is called an "outdent" since the point of indentation is outside the left margin. Suppose you wanted to create a list of definitions. The commands .LM 15 and .IN -10 would outdent the first line of the definition to column 5, and keep the remainder of the definition at the left margin of 15. If a definition had more than one paragraph, .IN +0 would be used after the first paragraph to keep the subsequent paragraphs from being outdented. However, .IN -10 would be reinserted where outdenting is to continue.

Two important things to remember about Indent commands: Each time you reset the left margin, you must also reset your indentation. Also, if you are using the No Fill command, subsequent Indent commands will be ignored.

### - Let's Do It -

Locate line 0005 and position the cursor on it.

Type .IN 3 and press New Paragraph.

Locate line 0053 and position the cursor on it.

Type .IN +5 and press New Paragraph.

Locate Line 0069 and position the cursor on it.

Type .IN -5 and press New Paragraph.

Locate line 0085 and position the cursor on it.

Type .IN +0 and press New Paragraph.

The first Indent command causes the first line of paragraph #1 to be indented to column 3, regardless of the left margin in force. The next Indent command causes the first line of paragraph #4 to be indented five spaces to the right of the current left margin setting. The negative value in the third Indent command causes the first line of paragraph #5 to be "outdented" five spaces to the left of the current left margin. The final Indent command cancels the "outdent" command.

**Pagination Commands**

The Carriage Return symbol and the New Page symbol are both recognized
by the Text Formatter as valid commands even though they are not format
command statements.  For this reason, you can cause the printer to
begin a new page with either the New Page Symbol or the Begin Page
format command.

Begin Page (**.BP**)

The command for Begin Page causes the line that follows it to be
printed as the first line of text on a new page.  The New Page symbol
and Begin Page command may be used interchangably with the Text
Formatter to perform the same function.

    **- Let's Do It -**

    Delete lines 0067 and 0097 with Delete Line to remove all New Page
    symbols from the document.

    Locate line 0098 and position the cursor on it.

    Type **.BP** and press New Paragraph.

    Locate line 0116.  Type an asterisk (*) after the second **step** in
    the phrase **step by step.**  Press New Paragraph.  Delete the blank
    line inserted by New Paragraph.

    Since New Page symbols are not printed, this will help you find
    where it was put when your document is later printed.

    Locate line 0117 and position the cursor on it.

    Press New Page (**CTRL 9** or **CTRL P**).

The Begin Page command causes a new page to be started with paragraph
#7.  The New Page symbol begins a new page in the middle of paragraph
#8.

**Page Identification Commands**

These commands cause the Text Formatter to print the same text, a consecutive page number, or both on the top or bottom of each page. There are two of these commands: Header and Footer.

Consecutive page numbers can be printed by including a percent symbol (%) in the header or text. The consecutive page number is printed on each page in place of the percent symbol.

Header (.HE t)

The Header command causes the text "t" to be printed at the top of each page. When the percent symbol (%) is used in the text of a header, the Text Formatter prints the consecutive page number in its place. You may have text, or a page number, or both, depending on how you use the command. Lines 1 and 2 of a page are always blank, and the header is printed on line 3. Lines 4 and 5 are also blank, and the first line of text is printed on line 6. If no header is used, the first line on the page is printed on line 6.

Footer (.FO t)

The Footer command prints the text "t" to be printed at the bottom of each page. The percent symbol may also be used in the Footer text if consecutive page numbering is desired. You may have text, or page number, or both depending on how you use the command. Footers are printed on the next to the last line of the page as determined by the Page Length command, and a line is left blank between the last line of the text and the footer. For example, if the Page Length command sets 60 lines per page, line 57 is the last line of text, line 58 is blank, line 59 is the footer, and line 60 is blank. If no footer is used, the last three lines on a page are blank.

If Header and/or Footer commands are put at the beginning of a document, headers and footers are printed on every page of the document until printing is completed or the command is nullified by inserting the command with no text or percent symbol.

**- Let's Do It -**

Locate line 0006 and position the cursor on it.

Type **.HE Practice Document Page %** and press New Paragraph **(CTRL M)**.

Locate line 0028 and position the cursor on it.

Type **.FO This is a Footer** and press New Paragraph.

Locate line 0071 and position the cursor on it.

Type **.FO** and space once.  Then type 15 Required Space symbols **(SHIFT 6)**.

Type **%** and press New Paragraph **(CTRL M)**.

Locate line 0101 and position the cursor on it.

Press Insert Blank Line **(FCTN 8** or **CTRL O)**.

Type **.HE** and press New Paragraph.

Delete the blank line inserted by New Paragraph.

The first Header command prints the header text starting with the first page of the document.  This header continues to print until the second Header command (with no header text) cancels it on page 3.  The first Footer command starts the printing of footer text on page 2, and continues printing that text until the second Footer command changes the text.

### Centering, Overstriking, and Underlining

Center (.CE n)

The Center command centers the text on a line between the left and
right margins.  In this command, the "n" is optional.  If used, the
next "n" lines are centered.

Overstriking (@)

Instead of a format command, the "at" symbol (@) is used to indicate
overstriking to the Text Formatter.  The character or characters
following @ are printed darker than normal because the printer strikes
the character four times in the same place - "striking over" the
character.  The printer overstrikes each character that follows @ until
it comes to a space.  When a space is encountered, normal printing is
resumed.  The @ symbol is obtained by typing a "capital 2" **(Shift 2).**

Underlining (&)

The & symbol, or ampersand, is used to indicate underline.  The printer
underlines (underscores) the character or characters following this
symbol until it comes to a blank space, when underlining stops.  The &
symbol is obtained by typing **Shift 7.**

Periods are not overstruck or underlined if they are followed by two
blank spaces, as at the end of a sentence.  Commas are not overstruck
or underlined in any case.

Required Space (^)

To overstrike or underline several consecutive words, you can put @ or
& at the beginning of the first word and put a Required Space symbol in
the spaces between each of the words.  The symbol for Required Space is
^ (Circumflex or Caret), and is obtained by typing **Shift 6.**

The Text Formatter considers all words connected by Required Space
symbols to be one word.  If Fill, Adjust, or both are used, words
joined by Required Space symbols cannot be separated to fill, or
"spread" to adjust a line.  Putting @ or & before each word to be
overstruck or underlined enables the Text Formatter to Fill and/or
Adjust each word separately.  Also, if ^ is used to connect words for
underlining, the space(s) between words are also underlined.

Using @, &, and ^ as Part of Your Text

Since the Text Formatter interprets @, & and ^ as format commands, these symbols are removed before a document is printed. You must type @ and & twice in succession to print one of these symbols. To print ^, you must use the Transliterate command (see page 107).

**– Let's Do It –**

Locate line 0007 and position the cursor on it.

Type **.CE** and press New Paragraph **(CTRL 8 or CTRL M)**.

Delete the blank line inserted by New Paragraph.

Locate line 0105 and position the cursor on it.

Find the phrase **Text Editor,** and position the cursor on the T of **Text.**

Press Insert Character **(FCTN 2 or CTRL G)**.

Type **&** and press Reformat **(CTRL 2 or CTRL R)**.

Position the cursor on the **E** in **Editor** and press Insert Character.

Type **&** and press Reformat.

Locate line 0107 and position the cursor on the T of **Text** in the phrase **the Text Formatter.**

Press Insert Character, type @ and press Reformat.

Position the cursor over the **F** in **Formatter.**

Press Insert Character, type @ and press Reformat.

Locate line 0119 and position the cursor over the T in **Text Editor.**

Press Insert Character, type **&** and press Reformat.

Type ^ in the blank space between **Text** and **Editor.**

Locate line 0120 and position the cursor over the T in **Text Formatter.**

Press Insert Character, type @ and press Reformat.

Type ^ in the space between **Text** and **Formatter.**

**Line Spacing Commands**

Line Space (.LS n)

In the command for Line Space, "n" is the number of times the printer
is to space down before printing the next line.  This command controls
single spacing, double spacing, etc.  Line Space has a default
condition.  If you do not use a Line Space command, your document will
be printed out in single spacing by the Text Formatter.  This command
remains in force until you change it or printing is complete.


Space (.SP n)

The Space command causes the printer to leave one or more blank lines
before printing the next line.  Like Center, the Space command can be
used with or without "n" and is a "one time only" command.  The command
**.SP** inserts one blank line.  The command **.SP n** inserts "n" blank lines
before printing the next line.  The Text Formatter recognizes blank
lines and preserves them in the printed document.  However, using the
Space command instead of leaving lines blank saves file space.

Both Line Space and Space accept only absolute values for "n."

   **- Let's Do It -**

   Locate line 0078 in your document and position the cursor on it.

   Press Insert Blank Line **(FCTN 8** or **CTRL O).**

   Type **.SP 3** and press New Paragraph **(CTRL M).**

   Delete the blank line inserted by New Paragraph.

   Locate line 0104 and position the cursor on it.

   Type **.LS 2** and press New Paragraph.

The Line Space command causes the last two paragraphs of the document
to be printed with double spacing.  The Space command inserts three
blank lines in the middle of paragraph #5.

**Format Commands and the Text Editor**

The Text Editor does not recognize format commands as anything other than more text to print out.  For this reason, you are going to print this practice document containing format commands from the Text Editor. This way, you will have a means of comparing the actual format command with what it does.

Since you cannot print a document with the Text Formatter unless it has been saved onto a diskette with SaveF, you are also going to do that.

- Let's Do It -

**If you are only using one disk drive:** Take out the Program Diskette and insert your user diskette.

Enter Command Mode **(FCTN 9** or **CTRL C).**

Type **SF** to select SaveF and press **ENTER.**


**If you are using only one disk drive:** DSK1.FORMATDOC appears below the SaveF prompt line.  Simply press **ENTER** to retain this filename.

**If you are using more than one disk drive:** Type a 2 over the 1 in DSK1.FORMATDOC and press **ENTER** to save your document to your user diskette.

Wait for the SaveF prompt to disappear.

Enter Command Mode.

Type **PF** to select PrintF and press **ENTER.**

When the PrintF prompt appears, type **L** and space once.  Then type the devicename of your printer (see page 119).

Press **ENTER.**

When printing is complete and the PrintF prompt disappears, enter Command Mode.

Type Q for Quit and press **ENTER.**

When the Quit prompt line appears, type **E** for Exit and press **ENTER.**

The main menu screen is displayed on your screen.

**Text Formatter Landmarks**

When you select the Text Formatter and the program has been loaded from the Program Diskette, two lines appear on the screen:

**\* TEXT FORMATTER \***

**ENTER INPUT FILENAME:**

Since the Text Formatter only deals with files on a diskette, this first prompt line asks for the filename of the document you want to print. Input simply means this is the file that is "put in" the Text Formatter to undergo the formatting process. This filename is entered in the same form that you use when loading or saving a file with the Text Editor.

Type the filename and press **ENTER**. The disk drive begins to operate to signal that the Text Formatter is looking for this file. If it cannot find the file, the screen message "CANNOT OPEN FILE" appears. Typing the filename incorrectly or in an invalid form, or not having the right diskette in the right drive causes this message to appear. Press **ENTER** and try again.

If the input file is located, a second prompt appears:

**ENTER PRINT DEVICENAME:**

This devicename is the same as the devicename for the PrintF command with one important difference – either **.LF** or **.CR** is added onto the end. Whether you use **.CR** or **.LF** as the last portion of the devicename depends on how your printer overstrikes and underscores. In the following – **Let's Do It** – section, the document is printed both ways to help you determine which you should use. The purpose of **.CR** and **.LF** is discussed in more detail on page 118 of the Reference Guide section of this manual.

Type the printer devicename and press **ENTER**. If the message "CANNOT OPEN FILE" appears, chances are your RS232 Interface is either not connected properly or not turned on. Press **ENTER** and try again.

When the RS232 has been located, the prompt line for the mailing list appears:

**USE MAILING LIST? N**

If you are not going to use the mailing list option, press **ENTER**, as No is the default. (For using the mailing list option, see page 111.) The selective page printing prompt appears:

`WHAT PAGE(S)? (ALL)`
`A`

This feature allows you to print single pages, a group of pages or all pages of your file. (See page 116.) To print all pages, simply press **ENTER.** The number of copies prompt appears:

`NUMBER OF COPIES: 1`

To print one copy (default) press **ENTER,** or type the number of copies you want printed and press **ENTER.** The single sheet feed prompt appears:

`PAUSE AT END OF PAGE?  N`

If your printer can use single sheets of paper as well as continuous paper, this option allows you to use single sheet feed. Typing Y for Yes selects single sheet feeding. The printer will stop at the end of each page to allow you to put a clean sheet of paper in your printer. When the new sheet of paper has been put in the printer, press **ENTER** to resume printing.

Press **ENTER** to select the default – continuous paper. When paper type has been selected, the printer "form feeds" (rolls up a page of paper), and printing begins. The "in progress" message appears at the bottom of the screen:

`WORKING.....`
`PRESS CLEAR TO STOP`

If the printer does not form feed, check to make sure your printer is properly connected to the RS232 Interface, is turned on, and/or is on line.

**Returning to the Main Menu Screen**

When printing is complete, you are automatically returned to the main menu screen. However, if you cancel the print command, return to the main menu screen by pressing Back **(FCTN 9).**

To print more than one file at a time, you must re-select Text Formatter to print each file unless you use a master print file (see page 109).

## Cancelling the Print Request

Each printer has a buffer that holds what is to be printed next. The Text Formatter sends formatted text to the printer buffer until it is full. As printing empties the buffer, the Text Formatter sends more. When **FCTN 4** is pressed, formatting and transmission of text to the printer buffer stops, and the message "OUTPUT ERROR" appears at the bottom of the screen. The printer, however, continues to print until its buffer is empty.

If your printer ribbon jams or another difficulty develops that requires the printer to be stopped immediately, STOP THE PRINTER FIRST in the manner prescribed by your printer manual. Then cancel the print command. Pressing **ENTER** returns the cursor to the input filename, and makes the data you typed for each prompt a default. Pressing **ENTER** allows you to retain a default, or you may change it by typing over or blanking out.

- Let's Do It -

**If you are only using one disk drive:** Remove your user diskette and put in your Program Diskette.

Type 2 to select Text Formatter. The option is loaded, and the Text Formatter screen appears:

**\* TEXT FORMATTER \***

**ENTER INPUT FILENAME:**

**If you are only using one disk drive:** When the Text Formatter is loaded and the red light on the front of your disk drive has gone off, remove your Program Diskette and put in your user diskette. Type **DSK1.FORMATDOC** and press **ENTER**.

**If you are using more than one disk drive:** Type **DSK2.FORMATDOC** and press **ENTER**.

The print devicename prompt appears:

**ENTER PRINT DEVICENAME:**

Type your printer devicename. In the space following the devicename, type **.LF** and press **ENTER**. Do not leave any spaces between any parts of the devicename.

**USE MAILING LIST? N**

Press **ENTER** for the default No.

The selective page printing prompt appears:

**WHAT PAGE(S)? (ALL)**
**A**

Press **ENTER** for the default of All pages.

The number of copies prompt appears:

**NUMBER OF COPIES: 1**

Press **ENTER** for the default of one copy.

The single sheet feed selection prompt appears:

**PAUSE AT END OF PAGE?   N**

**If you are using single sheets of paper:** Type Y for Yes and press
   **ENTER.**   Press **ENTER** again to begin printing.

**If you are using continuous paper:** Press **ENTER.**   A blank page is
   rolled up and printing begins.

When printing is complete, you are returned to the main menu
screen.

Check the last page of your document to see how overstriking and
underlining were performed.

If overstriking and underlining were properly performed, continue
to use **.LF** as the last part of your printer devicename whenever you
print with the Text Formatter.

If overstriking and underlining were not properly performed or your
text was garbled in printing, repeat this – **Let's Do It** – section
using **.CR** as the last part of your print devicename.   If
overstriking and underlining are still not performed properly, see
pages 126–127 of this manual.

**CONGRATULATIONS!**

You have completed the User's Guide portion of this manual.  For more information on any of the functions or features of TI-WRITER, see the appropriate reference section of this manual.


**Note:** Two additional exercises, Writing a Letter with TI-WRITER, and Using the Form Letter Option of TI-WRITER, can be found in Appendix 2, page 158.

# TEXT EDITOR

## OVERVIEW

Select the Text Editor to create, edit, and save documents, and to print documents exactly as they appear on the screen.

## Modes of Text Editor

o Command Mode - page 68

o Edit Mode - page 90

   - Word Wrap Mode - page 91
   - Fixed Mode - page 92

o Special Character Mode - page 98

   

## Default Conditions in Text Editor

o Word Wrap Mode of Edit

o Line numbers displayed

Command Mode is entered automatically when the Text Editor is selected from the main menu screen.

**COMMAND MODE**

Command Mode enables the use of search commands, and the manipulation of files and lines. Characters typed while in Command Mode appear as though the Alpha Lock key is locked down. The exceptions to this condition are the SearcH commands FindString and ReplaceString.

**Entering Command Mode**

Command Mode is automatically entered when the Text Editor is selected from the main menu screen, but may be entered at any time by pressing Command/Escape **(FCTN 9** or **CTRL C)**. The Command Mode prompt line is displayed as the top line on the screen, and lists the commands and command groups available:

**Edit,Tabs,Files,Lines,SearcH,RecoverEdit,or Quit:**

Edit, Tabs, and RecoverEdit are single commands; Files, Lines, SearcH, and Quit are groups of commands.

**Selecting a Command**

Type the capitalized letter(s) in the name of the command or command group as displayed on the prompt line, then press **ENTER**. The appropriate prompt line replaces the Command Mode prompt line. If a group is selected, the prompt line lists the commands available in that group. To select a command from the group, type the capitalized letter(s) in the name of the command as displayed on the prompt line and press **ENTER**. However, any command (except Exit) may be selected directly from the Command Mode prompt line by typing the letter(s) that select the command and pressing **ENTER**.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

## Escaping Command Mode

Type **E** for Edit and press **ENTER**.  You are returned to the Edit Mode of
the Text Editor.


## Escaping a Command

A command may be escaped by pressing Command/Escape (**FCTN 9** or **CTRL C**)
to return to the Command Mode prompt line.  Select a command, or type **E**
for Edit and press **ENTER** to return to the Edit Mode of the Text Editor.
A command cannot be escaped once **ENTER** is pressed to execute the
command.


## Editing Operations Available in Command Mode

These editing operations may be used in Command Mode:


o Delete End of Line      o Word Tab
o New Paragraph      o Screen Color
o New Page      o Insert Character ("push")
o Right Arrow      o Delete Character
o Left Arrow      o Next Window
o Tab      o **ENTER** key
o Back Tab      o Special Character Mode


Insert Character "pushes" text on a line in Command Mode as it does in
Fixed Mode.  New Paragraph types a ⊦ symbol, and New Page types the ⊦
⊦ symbols.  This enables their location and replacement with the
SearcH commands.  The remainder of the editing operations are disabled
in Command Mode.  For a description of the use of editing operations,
see pages 93 through 97.


TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**Commands Available in Command Mode**

The following section lists and describes the commands available in Command Mode.

**Edit**          Type **E** and press **ENTER** - Edit is the escape command to exit Command Mode and return to the Edit Mode of the Text Editor.

**Tabs**          Type **T** and press **ENTER** - This command sets or resets margins, optional automatic paragraph indentation, and as many tab settings as desired. When Tabs is selected, the prompt lines appear as the top lines on the screen:

```
TABS   123456789 123456789 123456789 123
       L....T....T....T....2....T....3...
```

The values of Left Margin = 0, Right Margin = 79 (80 character line), Tabs = 5, 10, 15, 25, 35, 45, 55, and 65 are preset. No Paragraph Indentation is preset.

To escape the command, press Command/Escape to return to the Command Mode prompt line.

**Setting and Resetting Values**

Type the appropriate letters under the desired column number and press **ENTER** to execute the command. To set or reset:

**Left Margin** - Type **L** below the desired column number. To change the left margin, type L below the desired column number. Blank out the undesired **L**.

**Optional Automatic Paragraph Indentation** - Type I below the desired column number. To remove an undesired automatic paragraph indentation, blank out the I with the Space Bar. To change the paragraph indentation, first blank out the I in the undesired location, then type I in the desired location.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**Tabs**        **Setting and Resetting Values** (continued)

>     **Tab** – Type **T** under the desired column number for each tab.
>     Blank out with the Space Bar any undesired preset
>     tabs.  The maximum number of tabs that can be set is
>     16.
>
>     **Right Margin** – Type **R** below the desired column number.  To
>     change the right margin, type R below the desired
>     column number.  The undesired R need not be blanked
>     out.

### Filing Margins and Tabs

Tabs command settings are stored as the last record of
the file whenever the SaveF command is used.

Tabs command settings are updated whenever an entire file
is loaded with LoadF or when LoadF-Load Part of a File is
used to load a part that includes the last line of the
file.  Settings are not updated when a file or part of a
file is loaded and merged with LoadF.

To save a file without saving the Tabs record, use the
PrintF command, and type the filename instead of a
devicename.  This enables files created with TI-WRITER to
be accessible to programs such as Editor/Assembler.  For
more information on file compatibility, see Appendix,
page 155–157.

**Files**        Type **F** and press **ENTER** – Files is the group of file
manipulation commands.  When Files is selected, the Files
prompt line appears as the top line on the screen:

> **LoadF,SaveF,PrintF,DeleteF,Purge or ShowDirectory:**

Select a command, or press Command/Escape **(FCTN 9** or
**CTRL C)** to return to the Command Mode prompt.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**LoadF**          Type **LF** and press **ENTER** – This command loads all or part of a file from diskette or merges all or part of a file on diskette with the contents of the text buffer. When LoadF is selected, the prompt appears as the top line on the screen:

> **LOAD FILE, enter filename:**

The filename of the last file that was loaded or saved is displayed below the LoadF prompt line until another file is loaded or saved or until the Text Editor is exited. To use this "default" filename, press **ENTER**. If undesired, the default filename may be blanked out with Delete End of Line and any other valid filename typed in its place. Any or all parts of a default filename may also be typed over or edited until correct.

The command may be escaped until **ENTER** has been pressed to execute the command. Press Command/Escape (**FCTN 9** or **CTRL C**) to return to the Command Mode prompt line.

**Loading an Entire File**

Loading a file replaces the contents of the text buffer with the file. To load a file from diskette, type any valid filename and press **ENTER** to execute the command.

Example: DSK2.NAMEFILE

**Loading Part of a File**

Loading part of a file replaces the contents of the text buffer with the part of a file. To load part of a file from diskette, type the start line number and the stop line number of the part of the file to be loaded, then the filename of the file to be loaded. The line numbers and filename are separated from one another by one or more spaces. Press **ENTER** to execute the command.

Example: 23 104 DSK1.NAMEFILE

In the example, lines 23 through 104 of the file DSK1.NAMEFILE are loaded into Text Editor and displayed.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**LoadF**        **Merging Files with the Text Buffer**

>**Warning:** If merging a file (or part of file) into the
>contents of the text buffer exceeds the buffer capacity,
>only as much as fills the text buffer is loaded and the
>message "TEXT BUFFER FULL, save or purge!" is displayed
>on the screen.  You have two choices at this point: Save
>all or part of the displayed file, or purge the buffer.

>**Note:** The letter E can only represent, or be used as a
>synonym for, the line number of the last line of the
>contents of the text buffer.

### Merging an Entire File

>To merge a file on diskette with the contents of the text
>buffer, type the line number of the line in the text
>buffer after which the file is to be merged.  Space once,
>then type the filename of the file.  Press **ENTER** to
>execute the command.

>Example: 13 DSK3.NAMEFILE (load the file after line 13 of
>                 text buffer)
>Example:  E DSK1.NAMEFILE (load the file after end of
>                 text buffer)
>Example:  0 DSK2.NAMEFILE (load the file before first
>                 line of text buffer)

### Merging Part of a File

>To merge part of a file with the contents of the text
>buffer, type the line number in the text buffer after
>which the part of the file is to be merged, the start
>line number, and the stop line number of the part of the
>file to be merged.  Then type the filename of the file
>that contains the part to be merged.  The line numbers
>are separated from each other and the filename by one or
>more spaces.  Press **ENTER** to execute the command.

>Example: 203 3 116 DSK3.NAMEFILE (load lines 3 through
>                 116 of the file after line 203 of the
>                 buffer)
>Example:  E 82 403 DSK1.NAMEFILE (load lines 82 through
>                 403 of the file after the last line of
>                 the buffer)
>Example:  0 24 52 DSK2.NAMEFILE (load lines 24 through
>                 52 of the file before the first line of
>                 the buffer)

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**SaveF**

Type **SF** and press **ENTER** – This command saves onto a diskette all or part of the contents of the text buffer. Saving all or part of the text buffer does not remove anything from the text buffer. To clear the text buffer (and the screen) see Purge, page 78.

**Warning:** If you give all or part of the contents of the text buffer the name of a file already on the diskette, the previous contents of that file are erased and replaced with what you are saving.

When SaveF is selected, the prompt appears as the top line on the screen:

**SAVE FILE, enter filename:**

The filename of the last file that was loaded or saved is retained and displayed with the SaveF prompt line until another file is loaded or saved or the Text Editor is exited. If desired, this "default" filename may be used to execute the command by pressing **ENTER**. If undesired, the default filename may be blanked out with Delete End of Line, and any other valid filename may be typed in its place. Any part or all of a default filename may be typed over or edited until correct.

The command may be escaped until **ENTER** is pressed to execute the command. Press Command/Escape (**FCTN 9** or **CTRL C**) to return to the Command Mode prompt line.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**SaveF**          **Saving an Entire File**

To save the entire contents of the text buffer with
SaveF, type any valid filename under the prompt, and
press **ENTER** to execute the command.

Example: DSK2.NAMEFILE


**Saving Part of a File**

Part of the contents of the text buffer may be saved with
SaveF by typing the start line number and the stop line
number, then the filename.  If the stop line is also the
last line of the text buffer, E may be used instead of a
line number.  The line numbers are separated from each
other and the filename by one or more blank spaces.
Press **ENTER** to execute the command.

Example:   1 106 DSK1.NAMEFILE (lines 1 through 106 of
                       text buffer saved under filename
                       DSK1.NAMEFILE)

Example:   305 E DSK3.NAMEFILE (lines 305 through the end
                       of the text buffer saved under
                       filename DSK3.NAMEFILE)

**Note:** The Tabs command settings in force when SaveF is
used are stored as the last record of the file.  If you
don't want to save the Tabs settings with the document,
use the PrintF command and type the filename instead of a
devicename.  (See also Tabs, page 71.)

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**PrintF**          Type **PF** and press **ENTER** – This command prints the
                    contents of the text buffer (including any format
                    commands) exactly as it is displayed on the screen.

                    In order to use the PrintF command, you need to know how
                    your printer's switches are set and the baud rate number.
                    (See "Setting Up the Printer," page 118.)

                    When PrintF is selected, the prompt line appears as the
                    top line on the screen:

> **PRINT FILE, enter devicename:**

                    When printing is done with PrintF, the devicename is
                    retained and displayed below the PrintF prompt line until
                    it is typed over or the Text Editor is exited.  To use
                    this "default" devicename, press **ENTER** to execute the
                    command.  If undesired, the default devicename may be
                    blanked out and another valid devicename typed in its
                    place.  Any or all of a devicename may be typed over or
                    edited until correct.

                    The command may be escaped until **ENTER** is pressed to
                    execute the command.  Press Command/Escape (**FCTN 9** or
                    **CTRL C)** to return to the Command Mode prompt line.


### Printing the Contents of the Text Buffer

                    To print the contents of the text buffer, type in the
                    device name that reflects how your printer switches are
                    set.  (See "Setting Up the Printer," page 119, or the
                    RS232 Interface manual.) Press **ENTER** to execute the
                    command.


### Printing Part of the Text Buffer

                    Select the PrintF command.  Type the line number of the
                    first line to be printed, space once, the line number of
                    the last line to be printed, space once, and the printer
                    devicename.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**PrintF**          **Cancelling a PrintF Command in Progress**

To cancel a PrintF command in progress, press **FCTN 4**.
The message "IO ERROR CODE = 06" appears on the screen to
show the command is cancelled.  The printer stops
printing when its buffer is empty, or it may be stopped
in the manner indicated by your printer manual.  Press
**ENTER** to return to the Command Mode prompt line.


**Printer Difficulty - Stopping the Printer**

If the printer must be stopped immediately due to jammed
paper, jammed ribbon, or other difficulty, STOP THE
PRINTER in the way indicated by your printer manual.

Once the difficulty is corrected, reset the printer.
Then press **FCTN 4** to cancel the command.  The message "IO
ERROR CODE = 06" appears to show the command has been
cancelled.  Press **ENTER** to return to the Command Mode
prompt line.


**Printing Line Numbers**

Select the PrintF command.  Type **L** and space once.  Then
type the devicename.  Press **ENTER** to execute the
function.  The maximum line length when printing with
line numbers is 74 characters per line.  Any characters
in columns 75-80 are not printed.


**Stripping Out Control Characters Before Printing**

Select the PrintF command.  Type **C** and space once.  Then
type the devicename.  Press **ENTER** to execute the
function.  All control characters such as $^R_A$ and $^C_F$, and
any other control characters entered in Special Character
Mode (ASCII/Hexadecimals >0 to >1F, decimals less than
32) are removed before the file is printed.


**Printing in Fixed 80 Format**

Select the PrintF command.  Type **F** and space once.  Then
type the devicename.  Press **ENTER** to execute the
function.


TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**DeleteF**     Type **DF** and press **ENTER** — This command deletes a file from a diskette.

**Warning:** Once you have deleted a file from a diskette with DeleteF, it cannot be recovered. Your file is permanently erased.

When DeleteF is selected, the prompt line appears as the top line on the screen:

**DELETE FILE, enter filename:**

The command may be escaped until **ENTER** is pressed to execute the command. Press Command/Escape (**FCTN 9** or **CTRL C**) to return to the Command Mode prompt line.

To delete a file, type any valid filename. Check the filename to be sure. Press **ENTER** to execute the command.

**Purge**     Type **P** and press **ENTER** — This command clears contents of the text buffer and the screen, and returns you to Edit Mode of the Text Editor. Purging does not alter Tabs command settings.

When Purge is selected, the prompt line appears as the top line on the screen:

**PURGE FILE, are you sure (Yes, or No)?**

If you are sure you want to purge, type **Y** for Yes, and press **ENTER** to execute the command.

To escape the command, type **N** for No, and press **ENTER** to be returned to the Edit Mode of the Text Editor.

**Recovering Text After Purging**

See RecoverEdit, page 88.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**ShowDirectory** Type **SD** and press **ENTER** - This command displays a list (catalog or directory) of the files on a diskette on the screen. ShowDirectory presents the same information in the same format as the Catalog Diskette function of the Disk Manager. ShowDirectory may be used at any time while you are in the Text Editor without altering or affecting in any way the contents of the text buffer or files on the diskette.

When ShowDirectory is selected, the prompt line appears as the top line on the screen:

> **SHOW DIRECTORY, enter disk number:**

To show a directory, type the number of the disk drive that contains the diskette you wish to catalog. Press **ENTER** to execute the command. The screen is temporarily blanked, and the catalog of the diskette is displayed. Press **ENTER** again to remove the catalog and return the previous display.

**Lines** Type **L** and press **ENTER** - Lines is the group of line-manipulation commands.

When Lines is selected, the prompt line appears as the top line on the screen:

> **Move,Copy,Delete or Show lines:**

Select a command or press Command/Escape **(FCTN 9** or **CTRL C)** to return to the Command Mode prompt line.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**Move**            Type **M** and press **ENTER** - This command moves one line or a block of consecutive lines from one place to another place in the text buffer and renumbers the lines. When Move is selected, the prompt line appears as the top line on the screen:

> **MOVE start line, stop line, after line:**

The command may be escaped until **ENTER** is pressed to execute the command. Press Command/Escape (**FCTN 9** or **CTRL C**) to return to the Command Mode prompt line.

To move lines, type the line number of the first line of text to be moved (start line), the line number of the last line of text to be moved (stop line), and the line number of the line after which the moved text is to be inserted (after line). Separate these line numbers by one or more spaces. Press **ENTER** to execute the command.

Example:   5 5 33  (line 5 moved and inserted after line 33)

Example: 23 45 123 (lines 23 through 45 inserted after line 123)

Example:   112 E 3 (lines 112 to end of file inserted after line 3)

Example:   21 45 0 (lines 21 through 45 inserted before line 1)

The more lines being moved, the longer it takes.


**Moving Part of a Line**

In Word Wrap Mode: Use Insert Character to separate the line into two lines. When Move is complete, use Reformat to rejoin the text.

In Fixed Mode: Move all the lines except the partial line. Copy the partial line, and delete the undesired portions from the original line and the copied line.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**Copy**      Type **C** and press **ENTER** — This command inserts a copy of
one line or several consecutive lines in another place in
the text buffer and renumbers the lines.

When Copy is selected, the prompt line appears as the top
line on the screen:

> **COPY start line, stop line, after line:**

The command may be escaped until **ENTER** is pressed to
execute the command. Press Command/Escape (**FCTN 9** or
**CTRL C**) to return to the Command Mode prompt line.

To copy lines, type the line number of the first line
(start line) and the line number of the last line to be
copied (stop line), and the line number of the line after
which the copied text is to be inserted (after line).
Separate these line numbers with one or more blank
spaces. Press **ENTER** to execute the command. The more
lines being copied, the longer it takes.

Example:   55 55 3 (Copy of line 55 inserted after line
                    3)

Example: 21 24 155 (Copy of lines 21 through 24 inserted
                    after line 155)

Example:   302 E 44 (Copy of lines 302 to end of file
                    inserted after line 44)

Example: 101 113 0 (Copy of lines 101 through 113
                    inserted before line 1)


**Copying Part of a Line**

In Word Wrap Mode: Use Insert Character to break the
line. When Copy is complete, use Reformat to rejoin the
text.

In Fixed Mode: Copy all lines including the partial line.
Delete undesired portions from the original and the copy.


TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**Delete**          Type **D** and press **ENTER** – This command deletes more than
                one line at a time from the text buffer and renumbers the
                lines.

                **Warning:** Lines deleted with Delete cannot be recovered
                unless the contents of the text buffer were loaded from
                diskette and the file containing the deleted lines is
                still intact.  Then the deleted lines can be replaced
                using LoadF – Loading Part of a File or the entire file
                can be reloaded.

                When Delete is selected, the prompt line appears as the
                top line of the screen:

                         DELETE enter start line, and stop line:

                The command may be escaped until **ENTER** is pressed to
                execute the command.  Press Command/Escape **(FCTN 9** or
                **CTRL C)** to return to the Command Mode prompt line.

                To delete lines, type the line number of the first line
                to be deleted (start line), and the line number of the
                last line to be deleted (stop line).  Separate these
                numbers with one or more spaces.  Press **ENTER** to execute
                the command.

                Example: 11 17   (delete lines 11 through 17.)

                Example: 302 E   (delete lines 302 through the last line
                                       of the text buffer contents.)


                **Deleting Part of a Line**

                In WordWrap Mode: Delete with Delete End of Line, or use
                Insert Character to break the line.  After deleting, use
                Reformat to rejoin text if necessary.

                In Fixed Mode: Use Delete Character or Delete End of Line
                to delete the undesired part of a line.


                        TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**Show**        Type **S** and press **ENTER** - This command locates a line by
line number and displays that line as the top line on the
screen.

When Show is selected, the prompt appears as the top line
on the screen:

> **SHOW LINE enter line number:**

To show a line, type in the line number of the line to be
displayed.  If you wish to display the first line in the
file, type 0 (zero).  If you wish to display the last
line in the file, type E for End of file.  Press **ENTER** to
execute the function.

**SearcH**      Type **SH** and press **ENTER** - SearcH is the list of the
searching commands.

When SearcH is selected, the prompt line is displayed as
the top line on the screen:

> **FindString or ReplaceString:**

Select a command, or press Command/Escape (**FCTN 9** or
**CTRL C**) to return to the Command Mode prompt line.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**FindString**        Type **FS** and press **ENTER** – This command finds the first
                      instance of a character, word, or phrase (string) in the
                      text buffer, positions the cursor on the first character
                      of the string, and displays that line as the top line on
                      the screen.  The maximum string length is 78 columns.

                      FindString begins searching for the string with the first
                      character to the right of the cursor's position when
                      Command Mode is entered to select the command.  To search
                      the entire text buffer, the cursor must be positioned at
                      the left margin on the first line before Command Mode is
                      entered.  FindString searches for the string exactly as
                      it has been typed below the prompt line.  Therefore, if
                      part of the string is on one line and part on another
                      line, FindString cannot locate it.

                      If FindString cannot locate the string, you are returned
                      to Edit Mode with the last line of the file displayed as
                      the top line on the screen.

                      When FindString is selected, the prompt line appears as
                      the top line on the screen:


                                **FIND enter /string/ :**


                      The last string found or replaced is retained and
                      displayed below the prompt line until another string is
                      entered or the Text Editor is exited.  To use the
                      "default" string, press **ENTER.**  The default string may
                      also be blanked out, typed over, or edited until correct.

                      The command may be escaped until **ENTER** is pressed to
                      execute the command.  Press Command/Escape **(FCTN 9** or
                      **CTRL C)** to return to the Command Mode prompt line.

                      TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**FindString    Finding a String**

To find a string, type any character, word or phrase enclosed in slashes (/), and press **ENTER** to execute the function.

**Note:** If the string is not enclosed in slashes, only the first word of the string is located.  Numbers must be enclosed in slashes.

Example: /Texas Instruments/ (first instance of whole
                    string is found, cursor positioned on
                    "T".)

Example: hello, my friend (first instance of "hello," only
                    is found, cursor positioned on "h".)

The more text being searched, the longer it takes.


**Using Column Numbers With FindString**

When column numbers are used with the FindString command, only the columns specified (a column range) are searched. This is useful for finding strings in a particular column in a chart or table.

To set a column range, select FindString and display the prompt line.  Type the column number of the first column to be searched, space once, the column number of the last column to be searched, space once, then the string enclosed in slashes.  Press **ENTER** to execute the command.

Example: 2 15 /Debits/ (search columns 2 through 15 for
                    the string "Debits")


TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**ReplaceString**  Type **RS** and press **ENTER** – This command finds and replaces one character, word, or phrase (old string) with another character, word, or phrase (new string) in any or all places in which the old string occurs.  The maximum combined length of old string and new string is 77 columns.

The command begins searching for the old string with the first character to the right of the cursor's position when Command Mode is entered.  In order to search the entire text buffer, the cursor must be positioned at the left margin of the first line before Command Mode is entered.  The command searches for the old string exactly as it is entered on the prompt line.  Therefore, if part of the old string appears on one line and the remainder on another line, ReplaceString cannot find it.

When an instance of the old string is located, the cursor is positioned on the first character of the old string, and that line is displayed as the top line of text on the screen.

When ReplaceString is selected, the prompt line appears as the top line on the screen:

> **REPLACE enter /old string/new string/ :**

The ReplaceString prompt line retains the last string found or replaced until new strings are entered or until you exit the Text Editor.  To use the "default" strings, press **ENTER** to initiate the search.  The default strings may also be blanked out, typed over, or edited until correct.

Type a slash (/), the old string, another slash, the new string, then another slash.  Press **ENTER** to initiate the search.

Example: /&/and/ (replace & with "and" in repeated instances)
Example: /frase/phrase/ (replace incorrect with correct spelling)
Example: /top/top and bottom/ (repeated insertion of same words)
Example: /top and bottom/top/ (repeated deletion of same words)
Example: /on to/onto/ (delete an incorrect space in repeated instances)

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

When the search is initiated, the execution prompt
appears:

<div style="text-align: center">

**REPLACE STRING (Yes,No,All,Stop)?**

</div>

The first instance is located.  Type:

Y to replace the string in this instance, and search for
the next instance.

N not to replace the string in this instance, but search
for the next instance.

A to replace the string in ALL remaining instances.

S to escape the command and return to the Edit Mode with
the cursor over the first character of the last string
located.

**Note:** ReplaceString does not preserve paragraph
indentations in the Text Editor if a string is replaced
in the first line of a paragraph.

### Using Column Numbers With ReplaceString

Strings may be replaced only between specific column
numbers (a column range) as in a particular column of a
chart or table.  Select ReplaceString.  Type the column
number of the first column in the range, space once, the
column number of the last column in the range, space
once, then type the old string and new string enclosed in
slashes.

Example: 56 64 /19%/24%/ (replace "19%" with "24%" only
in columns 56 through 64.)

### How Mode Affects ReplaceString

In Word Wrap Mode, text is wrapped and/or filled to
incorporate the new string.  In Fixed Mode, subsequent
text on the line is moved to the left or right.  If
incorporating the new string causes the end of the line
to exceed the right margin, text that exceeds the margin
is deleted.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**RecoverEdit**   Type **RE** and press **ENTER** – This command may recover all but the first line of a file purged from the text buffer.

When RecoverEdit is selected, the prompt line appears as the top line on the screen:

> **Recover Edit** (Yes or No)?

Type **Y** to execute the command.

Type **N** to escape the command and return to the Edit Mode of Text Editor.

IMPORTANT: First save your recovered text to a temporary file. Then load the temporary file into the text buffer BEFORE working with the recovered text. For example, you might use DSK1.TEMPSAVE or DSK2.TEMPSAVE to store your recovered file.

**Conditions Affecting Recovery of Purged File**

Performing any of the following actions affects the contents of the text buffer to the extent that a purged file is no longer recoverable:

o Using the Text Formatter option.

o Typing any text or loading a file in the Text Editor option.

o Turning off the Memory Expansion peripheral or the console.

o Running a utility program.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**Quit**         Type Q and press **ENTER** – This command displays the
                 available options for terminating a session in the Text
                 Editor and/or escaping from the Text Editor Option.

                 When Quit is selected, the prompt line is displayed as
                 the top line on the screen:

                 > **QUIT enter Save, Purge, or Exit:**

                 Type **S** to select the SaveF option.  (See page 75.)

                 Type **P** to select the Purge option.  (See page 78.)

                 Type **E** to exit the Text Editor and return to the main
                       menu screen.

                 **Note:** The Exit command can only be selected from the Quit
                 prompt line.  This is the only command that cannot be
                 selected directly from the Command Mode prompt line.

TO ENTER COMMAND MODE press FCTN 9 or CTRL C

**EDIT MODE**

Edit is the mode of the Text Editor in which files are created, displayed, and edited.  It is further divided into Word Wrap Mode and Fixed Mode.  In Edit Mode, the **FCTN** and **CTRL** keys pressed in combination with letter or number keys are used to perform editing operations.

o Word Wrap Mode - page 91

o Fixed Mode - page 92

o Editing Operations - page 93

**Defaults in Edit Mode**

o Word Wrap Mode

o Line numbers displayed

**Format Commands and Edit Mode**

Format commands may be added to a previously created file, but the file must be loaded into the Text Editor to do so.  Format commands may also be included in a file as it is being created in the Edit Mode of Text Editor.  However, in order for the format commands to perform their functions, the file must be saved on diskette and printed through the Text Formatter.

If a file containing format commands is printed with the PrintF command in the Text Editor, the format commands are printed along with the rest of the text, exactly as they appear in the text buffer.

**Word Wrap Mode**

Word Wrap Mode is indicated by a solid cursor - a solid colored
rectangle - and is the default mode of Edit.  Word Wrap Mode allows the
Text Editor to wrap characters from the end of one line to the
beginning of the next line during text entry or to fill characters from
the end of one line to the beginning of the previous line as required
by the execution of Reformat.  This is the preferred mode for documents
in paragraph form.


Prevention of Undesired Wrapping

The strategic use of Carriage Return symbols placed by **ENTER** and New
Paragraph prevent the undesired wrapping or merging of text by the
operation of Reformat.  Place Carriage Return symbols after the period
in the last sentence of a paragraph; at the end of titles, headings,
and other text that is to stand alone on a line; and on each blank line
that is to remain blank.

To prevent format commands from being reformatted into text and
nullified, place Carriage Return symbols as the last character on the
line before a line of format commands and as the last character of a
line of format commands.

**Fixed Mode**

Fixed Mode is indicated by a hollow cursor - the outline of a
rectangle. The selection of modes is controlled by pressing **CTRL 0**
(zero) to toggle from Word Wrap Mode to Fixed Mode and back. However,
since Word Wrap Mode is a default of Text Editor, Fixed Mode must be
manually selected after the Text Editor has been loaded.

In Fixed Mode, wrap/fill is disabled, and the Text Editor cannot move
characters from one line to another to execute an edit operation. For
this reason, Fixed Mode is the preferred mode for creating and editing
charts, tables, and other such documents in columnar or tabular form.


Altered Performance of Commands and Operations in Fixed Mode

Because there is no wrapping or filling in Fixed Mode, the operation of
Insert Character, Reformat, and ReplaceString are altered.

**ENTER** and New Paragraph do not put Carriage Return symbols on the
screen since Carriage Return symbols are not needed to preserve the
integrity of a line in Fixed Mode. New Page, however, completely
retains its function. Although **ENTER** returns the cursor to the
beginning of the next line, it does not insert a blank line in Fixed
Mode unless the cursor is on the last line of the file when **ENTER** is
pressed.

The complete description of the effect (if any) of Fixed Mode on the
performance of a command or operation can be found under the
description of the particular command or operation. (See also "Quick
Reference," page 130.)

**Editing Operations**

This section is an alphabetical list of editing operations of Edit Mode and their function.

Many editing operations using the **FCTN** or **CTRL** key plus a number key can also be performed by using the **CTRL** key plus a letter key.  This duplication increases ease-of-use and speed for touch typists.


**BACK TAB** - **CTRL** T - moves the cursor one tab setting to the left.


**BEGINNING OF LINE** - **CTRL** V - moves the cursor to the left margin of the
        line on which it is positioned.


**COMMAND/ESCAPE** - **FCTN** 9 or **CTRL** C - enters Command Mode or escapes a
        command if pressed before **ENTER** has been pressed to execute the
        command.  (See Command Mode, page 68).  If Command Mode is entered
        by mistake, type **E** for Edit and press **ENTER** to return to the Edit
        Mode.


**DELETE CHARACTER** - **FCTN** 1 or **CTRL** F - deletes the character over which
        the cursor is positioned, as well as the space occupied by that
        character.  Characters accidentally deleted with Delete Character
        can be recovered by pressing OOPS! **(CTRL** 1 or **CTRL** Z**)**.  However,
        once any other key is pressed, OOPS! cannot recover text.


**DELETE END OF LINE** - **CTRL** K - deletes everything to the right of the
        cursor to the end of the line, including the character over which
        the cursor is positioned.  If the cursor is at the beginning of a
        line, it deletes all the characters on the line but leaves a blank
        line.  Text accidentally deleted by Delete End of Line is
        recoverable by OOPS! **( CTRL** 1 or **CTRL** Z**)**.  However, once any other
        key is pressed, OOPS! cannot recover text.


**DELETE LINE** - **FCTN** 3 or **CTRL** N - deletes the entire line and line space
        on which the cursor is positioned.  The remaining lines are
        automatically renumbered to reflect the deletion.  Lines
        accidentally deleted with Delete Line can be recovered by pressing
        OOPS! **( CTRL** 1 or **CTRL** Z**)**.  However, once any other key has been
        pressed, OOPS! cannot recover text.

**DISPLAY LINE NUMBERS - FCTN 0** (Zero) - controls the display of line numbers on the screen by alternating between removing line numbers and displaying them.

**DOWN ARROW - FCTN X** or **CTRL X** - moves the cursor down. Down Arrow is an autorepeat key: holding it down causes the cursor to move down until it encounters the last line of the screen. Text then "rolls up" onto the screen one line at a time until the key is released or the last line of the file is encountered.

**DUPLICATE LINE - CTRL 5** - replaces the line on which the cursor is positioned with a copy of the line ABOVE. To recover a line accidentally deleted by Duplicate Line, press OOPS! **(CTRL 1** or **CTRL Z)**. However, once any other key has been pressed, OOPS! cannot recover text.

**HOME CURSOR - CTRL L** - repositions the cursor in the upper lefthand corner of the screen, its "home" position, but does not otherwise alter what is displayed on the screen.

**INSERT BLANK LINE - FCTN 8** or **CTRL 0** (letter O) - inserts a blank line above the line on which the cursor is positioned and repositions the cursor on the blank line. Lines are automatically renumbered to include the inserted blank line.

**INSERT CHARACTER - FCTN 2** or **CTRL G** - inserts characters, words, or phrases into text.

In Word Wrap Mode: Insert Character opens up (splits) the text to allow the insertion of a single character or whole words and wraps text that exceeds the right margin down onto an automatically inserted blank line. When insertion is complete, press Reformat **(CTRL 2**, or **CTRL R)** to reclose (glue) the text and terminate the operation. All other operations such as Delete Character, Delete Line, Insert Blank Line, etc., can be used during insertion; in Word Wrap mode, Insert Character's operation can only be terminated by Reformat.

In Fixed Mode: Insert Character inserts characters by sliding (pushing) text to the right to incorporate inserted material. If the insertion of text causes the line to exceed the right margin, characters are deleted from the end of the line one character at a time. Performing any other edit operation terminates Insert Character's operation in Fixed Mode.

LAST PARAGRAPH - **CTRL** 6 or **CTRL H** - places the cursor on the first
character of the previous paragraph. If a file has been created
in Fixed Mode and contains no Carriage Return symbols, Last
Paragraph may not function.


LEFT ARROW - **FCTN** S or **CTRL S** - moves the cursor to the left without
blanking out text. Left Arrow is an autorepeat key: holding it
down causes the cursor to move to the left continuously until the
key is released or the left margin encountered.


LEFT MARGIN RELEASE - **CTRL Y** - allows the cursor to be moved to the
left of the left margin for text entry. The cursor must be
positioned at the left margin before Left Margin Release is
pressed in order for the margin to be disabled. Once the cursor
has recrossed the Left Margin, the margin is re-enabled. Left
Margin Release must be pressed each time the cursor is to cross
the left margin.


NEW PAGE - **CTRL** 9 or **CTRL P** - instructs the printer to begin a new page
at the point where it appears in the text. New Page inserts a
line that contains a Pagination symbol ( ₧ ) and a Carriage Return
symbol ( ⌐ ). The Pagination symbol is not printed. New Page
operates the same in both Word Wrap and Fixed Mode and is
recognized by the Text Formatter as a valid text format command.
(If a printer does not recognize a form-feed character, it will
not recognize New Page.)


NEW PARAGRAPH - **CTRL** 8 or **CTRL M** - in Word Wrap Mode of the Text
Editor, creates a new paragraph by inserting a carriage return and
a blank line and automatically returning the cursor to the
beginning of the inserted blank line. It also automatically
indents the first line of the paragraph if an indent has been set.
(See Tabs, page 70.) The Carriage Return symbol ( ⌐ ) inserted by
New Paragraph is not printed in the text. It is only displayed on
the screen for user convenience. New Paragraph does not function
in Fixed Mode.


NEXT PARAGRAPH - **CTRL** 4 or **CTRL J** - places the cursor on the first
character of the next paragraph or, if there is no paragraph below
the cursor, on the last line of the text. If a file is created in
Fixed Mode, and contains no Carriage Return symbols, Next
Paragraph may not function.

**NEXT WINDOW** – **FCTN 5** – block-scrolls horizontally 20 columns at a time. The full 80 column screen width is divided into three overlapping, 40 column "windows". Scrolling is from the left window to the middle, from the middle to the right window, from the right back to the left window, etc.

**OOPS!** – **CTRL 1** or **CTRL Z** – recovers accidentally deleted text if no other keys have been pressed between the time the text was deleted and OOPS! is pressed. OOPS! recovers from the following edit operations: Delete Character, Insert Character (unless Reformat has been pressed to terminate the operation), Delete Line, Duplicate Line, and Delete End of Line. OOPS! also replaces characters typed over and removes characters just typed on a line, but leaves the blank line space in the text.

**QUIT** – **FCTN =** – enters Command Mode. When the main menu is displayed, Quit returns you to the master title screen.

**REFORMAT** – **CTRL 2** or **CTRL R** – terminates the operation of Insert Character.

In Word Wrap Mode: Reformat removes extra blank spaces between words and puts as many words on each line as will fit between the margins. Reformatting begins with the line on which the cursor is positioned, and stops when a Carriage Return symbol is encountered. During Reformat's operation, the cursor may stop blinking or disappear from the screen to signal that reformatting is in progress. When reformatting is complete, the cursor resumes blinking. Reformat does not preserve paragraph indentation unless Next Paragraph or Last Paragraph was used to reach the beginning of the paragraph.

In Fixed Mode: Reformat terminates the operation of Insert Character.

**RIGHT ARROW** – **FCTN D** or **CTRL D** – moves the cursor to the right without blanking out text. Right Arrow is an autorepeat key: holding it down causes the cursor to move continuously to the right until the key is released or the right margin is encountered.

ROLL DOWN - **FCTN** 4 or **CTRL A** - (vertical block scroll) displays the 24
   lines following the last line on the screen, but the cursor does
   not change position.


ROLL UP - **FCTN** 6 or **CTRL B** - (vertical block scroll) displays the 24
   lines preceding the top line on the screen, but the cursor does
   not change position.


SCREEN COLOR - **CTRL 3** - selects the next in the sequence of five
   background/character color combinations.  In addition to the
   default of blue background with white characters, the other
   options are (in sequence): green background with black characters,
   green background with white characters, light blue background with
   black characters, and black background with white characters.
   Press Screen Color until the desired combination of colors appears
   on the screen.


TAB - **FCTN** 7 or **CTRL** I - positions the cursor at the next tab setting
   to the right.


**"UNBLANK" SCREEN** - When the Screen Saver feature has blanked the
   screen, press Left Arrow (**FCTN** S or **CTRL S**) or Right Arrow (**FCTN D**
   or **CTRL D**) to return the display.


UP ARROW - **FCTN** E or **CTRL** E - moves the cursor upward on the screen.
   Up Arrow is an autorepeat key: holding it down causes the cursor
   to move up continuously until it reaches the top line of the
   screen.  Text then "rolls" down onto the screen one line at a time
   until the key is released or the first line of text is
   encountered.


WORD TAB - **CTRL 7** or **CTRL W** - positions the cursor on the first letter
   of the next word on the line.


WORD WRAP - **CTRL 0** (zero) - selects Fixed Mode (hollow cursor).  Word
   Wrap toggles between Word Wrap and Fixed Mode.  Word Wrap Mode is
   the default mode of Edit Mode.  (See also Edit Mode, page 90.)

**SPECIAL CHARACTER MODE**

Special Character Mode allows the inclusion of ASCII character codes 0-31 (Hex 0-1F) in text in order to send escape sequences or special commands to a printer. In this mode, the cursor is a blinking underscore character. Press **CTRL** U to enter Special Character Mode, and to return to Edit Mode of the Text Editor.

Characters typed in Special Character Mode have 64 (HEX 40) subtracted from the ASCII key code, but this is only done for codes in the range 32-127 (HEX 20-7F), the standard range of printable characters. For a chart describing the codes, the keys pressed to obtain each code, and the special character displayed on the screen, see "Quick Reference," page 146.

There are two ways to utilize Special Character Mode characters: if only one code character is to be used at a time, enter the character directly into the document from Special Character Mode. However, if a combination of two or more code characters is to be used to accomplish a particular function, the Transliterate command can be used to transliterate the series of code characters into a single ASCII keyboard character such as # or . (See example on page 121.)

For the codes your printer accepts and the functions these codes perform, see your printer manual.

# TEXT FORMATTER

## OVERVIEW

The Text Formatter allows a diskette file containing format commands to be printed through the RS232 Interface peripheral and a compatible printer.  These format commands enable the Text Formatter to perform such tasks as justifying the right margin (Fill and Adjust), indenting, overstriking, underscoring, setting the right and left margins, setting page lengths, altering line spacing, including one file at the end of another file, and more.  Format commands are added to a document in the Text Editor, either as it is being created or by inserting them into an existing document.  Then the file containing format commands is stored on diskette.  The Text Formatter can only process a file stored on diskette.

## Defaults of Text Formatter

o No Fill

o No Adjust

o Single Line Spacing

o 66 Lines Per Page

## Format Commands

Format commands are command statements included in a document that describe to the Text Formatter the way in which you wish your text to appear in printed form.  These commands are of five different types:

o Text Dimension Commands - page 102

o Internal Format Commands - page 105

o Highlighting and Special Character Commands - page 106

o Page Identification Commands - page 108

o File Management Commands - page 109

   -Mail Merge (Form Letter) Option - page 111

Description of Format Commands

With the exception of the Overstrike command (@), the Underscore
command (&), Required Space Command (^), and the Alternate Input
command (*n*), format command lines have a period (.) as the first
character on the line.  This period is directly followed by two
capitalized letters that identify the command.  When a command requires
user-defined information such as a number, text, or filename, to
perform its function, this information is separated from the rest of
the command by at least one blank space.  The letter "n" is used to
indicate a number value in commands that require them.  The letter "f"
represents the filename in commands that call files.  The letter "t"
represents text used as a header, footer, prompt, or comment, and the
percent symbol (%) is used in the Header and Footer commands to
indicate the location of the optional consecutive page number.


Example: **.FI** - command that doesn't require a number value.
Example: **.LM n** - command that requires a number value.
Example: **.FO t** - command with optional text.

Positioning of Format Commands

With the exception of the Overstrike, Underscore, Required Space, and
Alternate Input commands, format commands and text must not appear on
the same line.  However, format commands may begin at any point on a
line as long as nothing but spaces are in front of it.  More than one
format command may appear on a line, but each must be separated from
the previous command by a semicolon.  A period is the first character
on a format command line.  Header, Footer, Define Prompt, and
Transliterate commands must always be either on a line by themselves or
the last command on the line.  The Comment command should be on a line
by itself.

Example - One command per line and flush with left margin:

**.FI** ⌐
**.LM 8** ⌐
**.RM 72** ⌐

Example - More than one format command per line:

**.FI;LM 8;RM 72** ⌐

A Carriage Return symbol should be the last character on a line of
format commands and the last character on the line above a line of
format commands.  This prevents the format commands from being
reformatted into text and nullified if the document is edited at a
later date.

Number Values in Format Commands

Some of the commands requiring number values will accept an absolute or a relative value for "n." These commands are indicated by the syntactic statement "[+:-]n" in parentheses following the absolute value statement of the command.

In computer terminology, an absolute value is simply a number by itself, like the "8" in the Left Margin command .LM 8. When an absolute value is used in a command, the old value of "n" is reset to the new value of "n." Some commands only accept absolute values.

A relative value is a number preceded by a plus (+) or minus (-) sign and is "relative" to a previous value. An absolute value for a command must be established before a relative value can be used in that command. If "+n" is used, that number is added to the previous value to detemine the new value. If "-n" is used, that number is subtracted from the previous value to find the new value.

As an example, an absolute value is established by using the command .LM 8 to set the left margin at column number 8. If the next left margin command in the document is .LM +2, the new left margin is 8+2, or 10. If later on the command .LM -5 is used, the new left margin is 10-5, or 5.

Relative values used in the Indent command, however, are relative to the left margin, rather than the previous Indent command. (See Indent command, page 103.)


Format Commands and Fixed Mode

The Fill and Adjust commands should not be used with tables, charts, and other tabular or columnar documents created in Fixed Mode. The Fill and Adjust commands create the same conditions as Word Wrap Mode and defeat the purpose of creating a document in Fixed Mode.

No Fill is a default condition in the Text Formatter. The No Fill command does not have to be used in the document unless the text created in Fixed Mode is part of a document that is to be filled and adjusted or is called by an Include File command from a document that is filled and adjusted.

## Text Dimension Commands

These commands determine the overall dimensions of a document such as margins, line spacing and page length. With the exception of page break commands, these commands should always set at the the beginning of the document, but they may be altered at any point within the document.

**FILL = .FI** - This command puts as many words as possible on a line without exceeding the right margin. Fill may be used by itself or together with the Adjust command. However, Fill must always be used when the document is printed using format commands that set different margins and/or indentations than those with which it was created.

**NO FILL = .NF** - This command "turns off" the Fill command so that parts of a document may be printed as they appear in the file. The Fill command must be reinserted at the point where the filling is to resume. No Fill is the default condition - the Text Formatter does not fill text unless specifically instructed to do so with the Fill command.

**Note:** When the No Fill command is used, the Text Formatter ignores any subsequent margin and indent commands and causes the document to be printed with the margins and indentations that were used when the document was created. Since No Fill is a default, this is also true if a Fill command is not used.

**ADJUST = .AD** - (Right Margin Justification) This command makes all lines that do not end in Carriage Return symbols the same length by inserting extra blank spaces between the words. This "justifies" the right margin so that it is even like the left margin. If the Adjust command is used, the Fill command must preceed it. If Fill is turned off with No Fill, Adjust is also turned off.

**NO ADJUST = .NA** - This command turns off the Adjust command to enable the Text Formatter to print filled but unjustified lines. The Adjust command must be inserted at the point where adjusting is to resume. No Adjust is the default condition. The Text Formatter does not adjust text unless specifically instructed to do so with the Fill and Adjust commands.

**LEFT MARGIN = .LM n** (.LM [+:-]n) - This command sets the left margin. The "n" in the command is replaced with the column number at which the left margin is to be set. This number must be smaller than the number at which the right margin is set. The left margin may be reset with this command as many times as desired.

**RIGHT MARGIN = .RM n** (.RM [+:-]n) - This command sets the right margin. The "n" in the command is replaced with the column number at which the right margin is to be set. This number must be larger than the number at which the left margin is set. The right margin may be reset with this command as many times as desired.

**INDENT = .IN n** (.IN [+:-]n) - This command indents the first lines of paragraphs. The Text Formatter interprets the beginning of a paragraph as the first character after a carriage return symbol or the first character after a blank line or lines. When an absolute value is used, text is indented to that column number regardless of the left margin. When relative values are used, the indent point is calculated from the left margin value. For example, if the left margin is 10, **.IN +5** sets the indent point at 10+5, or 15, and **IN -5** sets the indent point at 10-5, or 5. The command **.IN +0** can be used to nullify the Indent command, but another Indent command must be inserted where indenting is to resume. Each time the left margin is reset, indentation must also be reset.

**LINE SPACING = .LS n** - This command alters the number of lines the printer spaces down before printing another line. The default is single line spacing. The "n" in this command is the number of lines the printer spaces down before printing the next line of text. For example, double spacing may be obtained by using the command **.LS 2**. If the whole file is to be printed in single spacing, no Line Space command is needed.

**PAGE LENGTH = .PL n** (.PL [+:-]n) - The number of lines to be printed on a page is set by the number that replaces "n" in this command. If you do not include this command, the Text Formatter automatically prints 66 lines per page (the default).

Note: If the automatic perforation skip has not been disabled on your printer, the default page length is too long for 8 1/2" by 11" paper.

**BEGIN PAGE = .BP** - This command begins a new page (forces a page break) at the point at which it appears, regardless of the number of lines on the preceeding page. Begin Page temporarily disables the Page Length command whenever it is inserted in the text, but Page Length resumes its function with the new page. If the new page is the first page on which a header appears, the Header command must preceed the Begin Page command. The same is true if the content of the header is changed and the new page is the first page on which the change appears.

**CARRIAGE RETURN SYMBOL = ⸾** - The Carriage Return symbol inserted by **ENTER** and New Paragraph is recognized by the Text Formatter as a valid command and performs the same function as it does in the Text Editor.

**NEW PAGE = CTRL 9** or **CTRL P** - Like Carriage Return, New Page is also interpreted as a valid format command. When the New Page symbols are on a line by themselves, they have the same function as Begin Page.

## Internal Format Commands

These commands determine the internal shape and form of the document.
These commands must be set in the text each time the desired operation
is to be performed.


**SPACE = .SP n** (.SP [n]) - where "n" equals the number of blank lines to
be inserted in the text. The command **.SP** inserts one blank
line. It is not necessary to insert this command since blank
lines in the text are recognized as such by the Text
Formatter and left blank when the document is printed.
However, using the command instead of leaving two or more
blank lines in the text saves diskette and text buffer space.


**CENTER TEXT = .CE n** (.CE [n]) - This command centers the next "n" lines
of text between the left and right margins. When Center is
used with no number **(.CE)**, only the next line is centered.

## Highlighting and Special Character Commands

These commands underline, overstrike, join words, and transliterate an ASCII character to one or more ASCII characters.  (See Quick Reference for listing of ASCII values.)

Because @, &, and ^ are format commands, they are removed from text before a document is printed.  If you wish these symbols to be printed in your text, @ and & must be struck TWICE in succession in order for one character to be printed.  The ^ must be transliterated to another key value.

**Note:** In Fixed Mode, Overstrike and Underscore commands should be added to a line after it is completed, and enough room should be left so that insertion of these commands does not cause a line to exceed the right margin.  Inserting the commands will "skew" the lines, but the spacing is corrected when the @ and & symbols are removed before printing.

**REQUIRED SPACE** = ^ (Circumflex, **SHIFT 6** ) - This symbol tells the Text Formatter that the words it joins are to be considered as one word for the purposes of filling text, adjusting text, underlining, and overstriking.  For example, if the date "August 21, 1922" appears in your document and you do not want the day on a different line from the month, the circumflex may be inserted in the blank space between the month and day so that they will always appear on the same line (August^21, 1922).

**UNDERSCORE** = & (Ampersand, **SHIFT 7** ) - All characters following this symbol are underlined.  Underlining is terminated when a blank space is encountered.  To underline more than one word at a time, you may put the ampersand before the first word and join each of the words to be underlined with Required Space (^) symbol (Example: &The^Robe).  However, all the words joined together are filled (and adjusted) as one word, and the spaces between these words are also underlined.  Placing the ampersand before each word to be underlined permits the Text Formatter to fill (and adjust) each word individually to fit the requirements of the space (Example: &The &Robe).  When this method is used, spaces between underlined words are not underlined.

Periods are not underlined if they are followed by two spaces, as at the end of a sentence.  Commas are not underlined in any case.

**OVERSTRIKE** = @ ("At" Symbol, **SHIFT 2** ) - All characters following this symbol are overstruck until a blank space is encountered. More than one word at a time may be overstruck by placing @ before the first word and Required Space (^) in the space between each of the words to be overstruck (example: @VERY^IMPORTANT).  Words joined by Required Space are filled (and adjusted) as one word.  However, placing @ before each word to be overstruck permits the Text Formatter to fill (and adjust) each word to fit the requirements of the space (example: @VERY @IMPORTANT).  Periods are not overstruck if they are followed by two spaces, as at the end of a sentence. Commas are not overstruck in any case.

**TRANSLITERATE** = **.TL** nl:n2,...nz - This command assigns (transliterates) one or more ASCII character values to another ASCII character value.  The "nl" in this command is the old value, and "n2,...nz" represents the new value or values to be assigned to it.  (See ASCII Code table, pages 145-146.) The old value can be reassigned with the command **.TL** nl:nl.

Example: **.TL 36:94** - for the ASCII values 36=$, 94=^ causes the printer to print "^" whenever "$" is encountered in the text.

Example: **.TL 35:110,8,126** - for the ASCII values 35=#, 110=n, 8=Backspace, 126=Tilde causes the printer to print the Spanish character ñ each time "#" is encountered.

Example: **.TL 35:7** - for the ASCII value 35=#, 7=BEL causes the TI-99/4 printer to sound its buzzer for seven seconds each time "#" is encountered.  (This command could be used to provide an audiable end of document signal or as an end of page signal during single sheet printing with the Text Formatter.)

**COMMENT** = **.CO** t - This command identifies text "t" as a comment that is not to be printed with the rest of the document.  The maximum length of the comment text is 76 columns.  This command can be used to enter a revision date or other pertinent information for user reference.

**Page Identification** Commands

These optional commands need only be stated once at the beginning of the document but insert the same text as "headers" and "footers" on every page until changed or nullified.

**HEADER** = **.HE** t (.HE t[%]) – The "t" in this command is the text printed as a heading on each page of a document. The percent symbol (% – **SHIFT 5** ) is used to indicate the location of a consecutive page number. Either header text or page numbers or both may be used with this command. The header begins printing in column 1, unless Required Space symbols are used to space the header over. The command **.HE** by itself nullifies the previous header command. Lines 1 and 2 are always blank, and the header is printed on line 3. Lines 4 and 5 are also blank, and the first line of text is printed on line 6. If no header is used, the first line of text is printed on line 6. If the Begin Page command is used to force a page break and a Header command is used to start, change, or nullify a header beginning with the new page, the Header command must precede the Begin Page command.

**FOOTER** = **.FO** t (.FO t[%]) – The "t" in this command is the text printed at the bottom of each page of a document. The percent symbol (% – Shift 5) is used to indicate the location of the consecutive page number. Either footer text, or page numbers, or both may be used with this command. A line is left blank between the last line of text and the footer, and the last line on the page is left blank. For example, if the page length is 66, line 63 is the last line of text, line 64 is blank, line 65 is the footer, and line 66 is blank. The footer is printed starting in column 1 unless Required Space symbols are used to space the footer over. The Command **.FO** by itself nullifies a previous footer command.

**PAGE NUMBER RESET** = **.PA** n (.PA [+:-]n) – This command resets the value of the page number in a Header or Footer command. If "n" is an absolute value, that number is used for the page number of the next page. But relative values are added or subtracted from the current page number value to determine the page number of the next page.

**File Management Commands**

File management commands call one file from another file, permit the
entry of variable data while a file is printing, define screen prompts,
and call one file to provide variable information for use in printing a
second file (Mail Merge).


**INCLUDE FILE = .IF f** - calls the filename "f" so that the calling file
and the file called are considered by the Text Formatter as
one file.  This command does not permit the nesting of files
- calling a second file from the first and a third file from
the second.  However, the first file can call a second and
third, etc.  Files can be called either by drive number or
disk name.  However, if a file is called by drive number, the
diskette containing that file must be in that disk drive or
the Formatter cannot locate the file.  Files called by an
include file command do not have to be on the same diskette
unless only one disk drive is being used.  If a long document
is made up of several files, a mass print file can be
constructed with Include File commands that call every file
in the document.  Any format commands that apply to the
entire document, such as margins, page length, headers or
footers, filling and adjusting, etc., may be put in the mass
print file instead of in each file.

Mass Print File Example 1

```
.FI
.AD
.LM 5
.RM 65
.PL 60
.HE Book Report: &Moby^Dick by Herman Melville
.FO Page %
.IF DSK2.MOBYDICK1
.IF DSK2.MOBYDICK2
.IF DSK2.MOBYDICK3
```

In the above example, all the files have the same margins,
are filled and adjusted, have a page length of 60 lines per
page, and use the same headers and footers.  All three files
called are on the same diskette, so they may all be called by
disk drive number.  Because the header command includes a
page number, all three files will be consecutively numbered
as though they were one file.

**INCLUDE FILE** (continued)

Mass Print File Example 2

```
.IF  DSK2.LETTER1
.IF  DSK2.LTR1ATTACH
.IF  DSK2.CHART1
.IF  DSK2.LETTER2
.IF  DSK2.LTR2ATTACH
.IF  DSK2.CHART2
```

In the second example, the Mass Print file will simply print out each document according to the formatting commands set within the document.  All files are on the same diskette so they may all be called by disk drive number.

Mass Print File Example 3

```
.IF  DSK2.RPTCHPT1
.IF  DSK.CHART.RPTCHART1
.IF  DSK2.RPTCHPT2
.IF  DSK.CHART.RPTCHART2
.IF  DSK3.RPTCHART3
.IF  DSK.REPORT.RPTCHPT3
```

In Example 3, files are called both by disk drive number and by diskette name.  Not all files are on the same diskette. If a file is called by drive number, the diskette containing the file must be in the indicated drive in order for the Text Formatter to be able to find it.  However, files called by diskette name may be in any drive since the Text Formatter looks for the diskette by name and not location.

Mail Merge (Form Letter) Option

This option permits a "form letter" operation in which a main text file
containing variables is printed using a data set of assigned values.
Values for variables may be assigned from the screen or from a value
file.  A value file may be called by a Mail List command in the main
text file or from the screen in answer to the prompt "MAILING LIST
NAME:".  The Mail Merge option makes use of the Mail List command and
Alternate Input command and may also use the Define Prompt command.

**Note:** For a practice exercise on using the Mail Merge Option, see
Appendix 2, page 167.


**MAILING LIST = .ML f** - In the Mail Merge option, this command calls the
          value file "f" from the main text file.  Unlike the Include
          File command, the Mailing List command can only be used once
          per file; the Text Formatter ignores any Mailing List
          commands after the first one.  However, if the value file is
          called from the screen, the Text Formatter ignores a Mail
          List command in the main text file.  The Mail List command
          can call a file either by disk drive number or by diskette
          name.  If only one disk drive is being used, both the file
          called and the calling file must be on the same diskette.


**ALTERNATE INPUT = \*n\*** - where "n" is a number from 1 to 99.  This
          command defines and locates variables in a main text file
          (See Example 1, page 113) and is the "socket" into which the
          value assigned to the variable is "plugged" by the Text
          Formatter during printing.  Values may be assigned from the
          screen, or from a value file (See Example 2, page 113) called
          from the main text file by a Mailing List command.  Values
          assigned from the screen are cued by the default prompt
          "ENTER DATA FOR VARIABLE \*n\* :" or a user defined prompt from
          a Define Prompt command in the main text file (See Example 3,
          page 113).  Type the value to be assigned to that variable,
          and press **ENTER**.  The maximum length of a value assigned from
          the screen is 28 columns.  If a value file called by a
          Mailing List command is used, any variables not assigned
          values by the value file are cued from the screen.  (The Fill
          command should be used in the main text file to accommodate
          the values for each variable smoothly into text.)

**ALTERNATE INPUT** (continued)

Setting Up a Value File

A value file can be created using either the Text Editor option
of TI-WRITER or the Editor/Assembler Solid State Cartridge. It
is not necessary to use any format commands in a value file
since the values are considered a part of the main text file
and are formatted by the commands in that file. The maximum
length of any value is 77 to 78 columns. To assign a value to
a variable, type in column 1 the number of that variable, space
once, then type the text that is to be that variable's value.
When each variable has been assigned a value, the data set is
completed. Put an asterisk (*) on the line after the last line
of each data set. Each line of a value file should end in a
Carriage Return. (See Example 2, page 113.)

**DEFINE PROMPT = .DP n:t** – This command defines a screen prompt "t" to cue
the assignment of a value to variable "n" from the screen.
(See Example 3, page 113.) This command permits you to replace
the default screen prompt "ENTER DATA FOR VARIABLE **\*n\*** :" with
a "customized" prompt for a particular variable. The maximum
length of a prompt defined by this command is 28 columns. For
example, if variable 3 is the last name of the addressee of a
letter, the command **.DP 3 Addressee's last name** could be used
to cue the assignment of a value to variable 3. The Define
Prompt command must precede the Alternate Input command
(variable) it cues.

Example 1: Main Text File

```
    .FI
    (either Mail List command or Define Prompt commands)
    *1* *2* *3* ⌐
    *4* ⌐
    *5* ⌐
    Dear *1* *3*: ⌐

    This is to verify that *4* *5* is your correct address.  If any of
    this information is incorrect, please notify your account supervisor,
    *6*.  Thank you for your business.

    Sincerely,

    Jane Q. Doe, President
    XYZ Products, Inc.
```

Example 2: Value File Called by Mail List Command

  This value file is called if a Mail List command is used in the main
  text file in Example 1.  This prints two letters, one for each data
  set.

```
    1 Mr. ⌐
    2 Tom ⌐
    3 Jones ⌐
    4 2314 Anystreet ⌐
    5 Anytown, State 12345 ⌐
    6 Ralph Friendly ⌐
    * ⌐
    1 Ms. ⌐
    2 Jane ⌐
    3 Smith ⌐
    4 11 Anylane ⌐
    5 Anycity, State 54321 ⌐
    6 Ted Smiley ⌐
    * ⌐
```

Example 3: Variables Cued from Screen by Defined Prompts

  These commands are used in the main text file in Example 1 instead of a
  Mail List command to cue text entry from the screen.  The number of
  copies of the letter is the number entered for the "NUMBER OF COPIES:"
  prompt.

```
    .DP 1:Mr./Mrs./Miss/Ms. ⌐
    .DP 2:Client's first name ⌐
    .DP 3:Client's last name ⌐
    .DP 4:Client's street address ⌐
    .DP 5:City. State. Zip Code ⌐
    .DP 6:Account Supervisor ⌐
```

**PRINTING A DOCUMENT WITH THE TEXT FORMATTER**

With the Program Diskette in Disk Drive 1, display the main menu screen. Press 2 to select the Text Formatter. The disk drive turns, the option is loaded, and the prompt appears on the screen:

**\* TEXT FORMATTER \***

**ENTER INPUT FILENAME:**

Type the filename of the file to be printed, and press **ENTER**. The Text Formatter locates the file and displays the print devicename prompt.

(If the file cannot be located, the message "CANNOT OPEN FILE" appears at the bottom of the screen. Check to make sure the filename is entered correctly, that the right diskette is in the right drive, and that the drive is turned on and the door is closed. Press any key to return to the beginning of the line, correct the filename, and press **ENTER.**)

**ENTER PRINT DEVICENAME:**

Type the devicename of your printer. Be sure to include the baud rate (if required) and either **.LF** or **.CR** as the last three characters of the devicename if required by your printer. Press **ENTER**. The mail merge option prompt is displayed.

(If the Text Formatter cannot locate the RS232 Interface peripheral, the message "CANNOT OPEN FILE" appears at the bottom of the screen. Check to see that the RS232 peripheral is properly attached to the computer and turned on. Press any key to return to the input filename. Press **ENTER** to retain the input filename as typed. To retain the device name, press **ENTER.**)

## USE MAILING LIST?  N

If you are not performing a mail merge operation, press **ENTER** to select the default "N" for No.  The page numbers prompt appears.  (Go to next page to continue.)

If a mail merge operation is to be performed, type "Y" for Yes and press **ENTER**.  The selective letter prompt appears.

### WHICH LETTER(S)? (ALL)

This prompt appears instead of the "WHAT PAGES?" prompt when the mail merge operation is performed.  It permits letters using specific data sets to be printed.  If all data sets are to be used, press **ENTER**.  If specific data sets are to be used, type individual set numbers separated by commas, a range of numbers separated by a dash, or any combination of single numbers and ranges.  Press **ENTER**.  The letter "E" can be used to represent End in range expressions (Example: 12,34,35-40,60-E).

When letter numbers are entered, the page-end pause prompt appears.  (See next page.) When data for this prompt is entered, the mailing list name prompt appears.

### MAILING LIST NAME:

If the value file is to be specified on the screen, type the filename of the value file and press **ENTER**.  If the value file is called from the main text file, or no value file is specified, press **ENTER**.  The printer rolls up one page, and printing begins.

**PRINTING A DOCUMENT WITH THE TEXT FORMATTER** (continued)

WHAT PAGE(S)? (ALL)
A

If all pages are to be printed, press **ENTER**.  If selected pages are to
be printed, type individual page numbers separated by commas, or page
ranges separated by dashes, or any combination of single pages and
ranges.  Press **ENTER**.  The letter "E" can be used to represent the last
page in the file in a range expression (Example:
2,4,6,8,15-20,26,33-E).  (When single pages or page ranges are entered,
the Text Formatter processes the document from the beginning and prints
specified pages as it encounters them during formatting.) The copies
prompt appears:

NUMBER OF COPIES? 1

If only one copy is desired, press **ENTER**.  If more than one copy is
desired, type the desired number, and press **ENTER**.  The page-end pause
prompt appears:

PAUSE AT END OF PAGE?  N

If your printer is using continuous paper or can only use continuous
paper, press **ENTER**.  The printer rolls up one sheet of paper (form
feeds), and printing begins.

(If the printer paper does not roll up, check to see if your printer is
on line and/or turned on and is properly connected to the RS232
Interface peripheral.)

If your printer can use single sheets of paper and you are using single
sheets, type Y for Yes and press **ENTER**.  The following prompt appears:

> **PRESS ENTER TO CONTINUE**
>
> Press **ENTER** to start printing.  After each page is printed,
> the printer stops.  When the new sheet is inserted and the
> printer is ready to continue printing, press **ENTER** to print
> the next page.

## Cancelling a Print Request

Press **FCTN 4** (Clear) to cancel a print request. The message "OUTPUT
ERROR" appears at the bottom of the screen to indicate the print
command is cancelled. The printer stops printing when the printer
buffer is empty.

When a print command is cancelled, the data that was entered to execute
that command becomes default data. Press **ENTER** to return to the INPUT
FILENAME prompt line. Press **ENTER** to retain each line of default data,
or change the default data by typing over it and pressing **ENTER.**

Press **FCTN 9** to exit the Text Formatter and return to the main menu
screen.


## Printer Difficulty - Stopping the Printer

If a difficulty such as jammed paper or a jammed printer ribbon
requires that the printer be stopped immediately, STOP THE PRINTER in
the manner described by your printer manual. Then press **FCTN 4** (Clear)
to cancel the print request. The message "OUTPUT ERROR" appears at the
bottom of the screen to indicate the request is cancelled. The data
that was typed in to execute the command becomes default data.

When the difficulty is corrected, reset the printer. The print request
may be restarted by pressing **ENTER** to return to the input filename
prompt and pressing **ENTER** to retain each line of default data. The
"WHAT PAGE(S)?" prompt data can be corrected to begin printing with the
page that was printing when the difficulty arose.


## Printing a File to Diskette

A file may be output from the Text Formatter to a diskette instead of
to the printer by entering a valid filename in response to the ENTER
PRINT DEVICENAME: prompt. Files output through the Text Formatter to
diskette can only be printed from TI-WRITER with the PrintF command of
Text Editor with your Text Formatter devicename.

# SETTING UP YOUR PRINTER

**Overview**

There are two ways to print a document with the TI-WRITER Word
Processor: from the Text Editor option using the PrintF command and
from the Text Formatter.  As far as your printer is concerned, the main
difference between the two methods is that the Text Formatter requires
the use of **.LF** or **.CR** in the printer devicename as a switch.  The Text
Formatter must be able to control either the automatic line feed
capability (.LF) or the automatic carriage return capability (.CR) of
the printer in order to perform overstriking and underscoring.  If
automatic line feed can be suppressed on your printer, use **.LF** as the
last three characters of your device name.  If automatic line feed
cannot be suppressed on your printer, use **.CR**.

Read your printer manual first.  Then become familiar with your printer
by using it.  Try out different things to see how they work.  Explore
options and experiment with possibilities.  This will help you derive
maximum utility and versatility from your printer.

**Recommended Printer Settings**

Each printer has internal switches (DIP switches) that control various
printing features.  The manual for the printer should not only give a
list of factory settings, but also how to alter switch settings.
Following is a list of recommended switch settings to help you
determine if your printer is optimally set for using TI-WRITER.

For Serial Printers

Baud Rate - up to 9600 ("bit rate" is the same as baud rate.)
Parity - Odd (For RS232 Interface default operation.)
Stop Bits - 1 (For RS232 Interface default operation.)
Data Bits - 7 (For RS232 Interface default operation.)

For All Printers

Automatic Perforation Skip - Off
Automatic Line Feed (LF) - Off
Paper Length - 11 inches
Lines Per Inch - 6
Characters per Line - 80

## Determining the Device Name of Your Printer

The type of printer and how that printer's switches are set influence
the components of the device name.  If your printer does not use a
Parallel I/O interface and the switches are set as recommended, to
determine your device name you need to know the baud rate of your
printer and whether or not automatic line feed (LF) can be suppressed.
When you have determined your printer devicename for both the Text
Editor and Text Formatter, write each devicename in the appropriate
blanks to the right of the chart for quick reference.

| BAUD RATE | LF OFF? | DEVICE NAME FOR: TEXT EDITOR | TEXT FORMATTER |
|-----------|---------|------------------------------|----------------|
| 300  | YES | RS232         | RS232.LF         |
| 300  | NO  | RS232         | RS232.CR         |
| 600  | YES | RS232.BA=600  | RS232.BA=600.LF  |
| 600  | NO  | RS232.BA=600  | RS232.BA=600.CR  |
| 1200 | YES | RS232.BA=1200 | RS232.BA=1200.LF |
| 1200 | NO  | RS232.BA=1200 | RS232.BA=1200.CR |
| 4800 | YES | RS232.BA=4800 | RS232.BA=4800.LF |
| 4800 | NO  | RS232.BA=4800 | RS232.BA=4800.CR |
| 9600 | YES | RS232.BA=9600 | RS232.BA=9600.LF |
| 9600 | NO  | RS232.BA=9600 | RS232.BA=9600.CR |

MY PRINTER
DEVICENAME:

Text Editor:

_____

Text Formatter:

_____

## Printers With Parallel I/O Interface Capability

If your printer uses a Parallel I/O interface to connect to the
parallel port of the RS232 Interface periperal, then **PIO** is your device
name when using the PrintF command to print from the Text Editor.
However, when printing through the Text Formatter, you need to know
whether automatic line feed can be disabled on your printer.  If it
can, then **PIO.LF** is your device name for printing through the Text
Formatter.  If automatic line feed cannot be disabled, then **PIO.CR** is
your device name.

**Texas Instruments TI-99/4 Printer**

The TI-99/4 Printer is set at the factory to operate with TI-WRITER. The baud rate is factory-set at 300. With factory settings, the devicename for the TI-99/4 Printer is **RS232** for the PrintF command in Text Editor and **RS232.LF** for the Text Formatter.

You may use the TI-99/4 Printer with TI-WRITER without changing the factory settings. However, the recommended baud rate setting for using this printer with TI-WRITER is 4800. To alter the baud rate to 4800, the DIP switches of Switch 1 should be set as shown:

Switch 1-1 OFF
       1-2 ON
       1-3 OFF
       1-4 OFF

To access this switch, see your printer manual. If the baud rate of your TI-99/4 Printer is set at 4800, the devicename is **RS232.BA=4800** for the Text Editor, and **RS232.BA=4800.LF** for the Text Formatter.

Transliterate Commands and the TI-99/4 Printer

The Transliterate command can be used to cause the TI-99/4 Printer to change type sizes and print in emphasized, condensed, and enlarged characters. For example, the Transliterate commands **.TL 35:27,14** and **.TL 43:27,20** cause the TI-99/4 Printer to begin printing enlarged characters when the Text Formatter encounters the "#" symbol and to stop printing emphasized characters when the "+" symbol is encountered. For a more complete description of the features of the TI-99/4 Printer and the codes which enable them, see the TI-99/4 Printer manual.

**Note:** The following list includes some, but not all, printers that can be used with TI-WRITER. This list does not constitute in any way an endorsement of these products by Texas Instruments Incorporated.

**MPI Model 88-G and 99-G Impact Printer**

The MPI Model 88-G and 99-G should be set as indicated in "Recommended Printer Settings" on page 118. The recommended baud rate is 1200.

## Centronics Printer

This printer uses a Parallel I/O Interface and is connected to the parallel port of the RS232 Interface.  The device name is **PIO** for the PrintF command in Text Editor and **PIO.CR** for the Text Formatter.

The Centronics printer does not accept form feed codes.  For this reason, New Page will not cause a page break when the PrintF command is used to print from Text Editor.  It does, however, accept New Page when printing from the Text Formatter.

## Smith Corona TP-1 Daisywheel Printer

The automatic line feed cannot be disabled on this printer, and overstriking and underscoring are done by backspacing.  Therefore, **.CR** is the final segment of the device name for the Text Formatter.

## Other Daisy Wheel Printers

The TI-WRITER Text Formatter software does not perform proportional spacing.  However, some daisywheel printers have this capability built in, and proportional spacing can be enabled by using control codes defined by the Transliterate command in the Text Formatter.  Check your printer manual for these codes and to see if automatic line feed can be disabled.

**Note:** To print all the characters available on the keyboard with a daisy wheel printer, an ASCII 96 character wheel should be used.  If the **FCTN-enabled** keys on the left side of the keyboard (tilde, left and right brackets, left and right braces, vertical bar, reverse slant and accent grave) are not desired, any standard daisy wheel may be used.

# IN CASE OF DIFFICULTY

SOLID STATE CARTRIDGE

## Caring For the Cartridge

These cartridges are durable devices, but they should be handled with the same care you would give any other piece of electronic equipment. Keep the cartridge clean and dry, and don't touch the recessed contacts.

**CAUTION:** The contents of a Solid State Cartridge can be damaged by static electricity discharges.

Static electricity build-ups are more likely to occur when the natural humidity of the air is low (during winter or in areas with dry climates). To avoid damaging the cartridge, just touch any metal object (a doorknob, a desklamp, etc.) before handling the cartridge.

If static electricity is a problem where you live, you may want to buy a special carpet treatment that reduces static build-up. These commercial preparations are usually available from local hardware and office supply stores.

## Difficulty With a Cartridge

If the cartridge activities do not appear to be operating properly, first return to the main menu screen and remove all diskettes from the disk drives. Then press Quit **(FCTN =)** to return to the master title screen. All data or program material that has been entered but not saved on diskette will be erased. Withdraw the cartridge, align it with the cartridge opening, and reinsert it carefully. Press any key to make the master selection screen appear. (**Note:** In some instances, it may be necessary to withdraw the cartridge, turn the console off, and wait several seconds. Then turn the console on, reinsert the cartridge, and display the master selection screen.)

If the cartridge is accidentally removed from the slot while the cartridge contents are being used, the computer may behave erratically. To restore the computer to normal operation, follow the procedure given in the preceeding paragraph.

If you have any difficulty with your computer or cartridge, please contact the dealer from whom you purchased the unit and/or cartridge for service directions. Additional information concerning use and service can be found in your <u>User's Reference Guide.</u>

## ERROR MESSAGES

### Disk Errors

**0 = DISK ERROR** - This indicates the Disk Controller peripheral is not turned on or is not connected, or the diskette is not initialized.

**6 = DISK ERROR** - There is no Program Diskette in Disk Drive 1, the diskette is upside down in the drive, or the disk drive is not turned on.

**7 = DISK ERROR** - The Program Diskette is not in Disk Drive 1.

### IO Errors

**IO ERROR CODE = 00** - Indicates an illegal use of the LoadF, PrintF, or SaveF command. LoadF command or PrintF command: Using a start line number that is larger than a stop line number to load or print part of a file. SaveF command: Using only one line number to save part of a file, or using three line numbers to save part of a file.

**IO ERROR CODE = 02** - There is no file on the diskette with the filename entered. Attempting to load a file not on the indicated diskette also purges the text buffer.

**IO ERROR CODE = 04** - The diskette is full. There is no more storage space available on the diskette.

**IO ERROR CODE = 06** - (1) The PrintF command in progress has been cancelled by pressing **FCTN 4**. (2) The disk drive door is open, there is no diskette in the drive, or the disk drive is not turned on. The disk drive door has been opened while a file is being saved or loaded with that drive (while the red light on the front of the drive is on).

**IO ERROR CODE = 07** - An invalid filename has been used (the name of the file is too long, a period has been used as one of the characters in the name of a file, etc.).

**IO ERROR CODE = 15** - (1) An invalid disk drive number has been used in a filename. (2) A LoadF command has been executed when the Disk Controller is not turned on or properly connected. (3) The PrintF command has been executed using an invalid devicename (using PIO as the devicename for a serial printer) or when the RS232 Interface is not properly connected or turned on.

## TEXT BUFFER FULL save or purge!

**While loading and merging with LoadF:** The file or part of file you are merging has filled the text buffer to capacity. Only as much as fills the text buffer is loaded and merged. Your options are to save all or part of the text buffer contents and delete the saved portion, or to purge the text buffer.

**While moving text with the Move command:** The command first copies the lines to the new location. Then it deletes the lines in the old location. The insertion of the copy has caused the capacity of the text buffer to be exceeded. Check the place where the lines were to be moved to see how much of the text was copied. It may be possible to delete this copy and move the text in several segments instead of one large block. However, saving part of the file and deleting the saved portion is the safer strategy.

**While replacing with ReplaceString:** Like Move, ReplaceString first inserts a copy of the new string. Then it deletes the old string. The insertion of the copy has caused the text buffer capacity to be exceeded. Save part of the text buffer contents to diskette and delete the saved portion. Then check the last string found to see how much of the new string was inserted before the text buffer became full.

**While creating a document:** Save all but the last 90-100 lines of the text buffer contents to diskette, delete the lines saved from the text buffer with the Delete command, and continue text entry. If the entire contents of the text buffer are saved, no room is left in the buffer for later editing and/or revisions.

## MEMORY EXPANSION NOT FOUND

When you are selecting an option from the main menu screen and this message appears, it indicates that the program cannot locate the Memory Expansion unit. Causes: The Memory Expansion Card has not been inserted in the Peripheral Expansion System, the card is not making proper contact, or the Peripheral Expansion System is not plugged in, turned on, or the cable is not making proper contact. Remove all diskettes from the disk drives and return to the main title screen by pressing Quit **(FCTN =).** Then remove the cartridge. Turn the entire computer system off, wait two minutes, and insert or reseat the card in the Peripheral Expansion System. Then turn on the Peripheral Expansion System, any other stand-alone peripherals, and the console. Reinsert the cartridge and the Program Diskette and try again.

If you are using a stand-alone Memory Expansion Peripheral, the unit is not making proper contact or is not plugged in or turned

on.  Make sure the Memory Expansion is making proper contact, is
plugged in, and is turned on.

**CANNOT OPEN FILE
PRESS ANY KEY**

If this message appears after you have entered the input filename,
the input file cannot be found.  Check to be sure you have the
right diskette in the drive, that the diskette is in the disk
drive you indicated in the filename, or that there is a diskette
in the drive.  This message can also indicate the filename is
invalid (too long, contained illegal characters, etc.).  Press any
key and try again.

If the message appears after you have entered the print
devicename, the RS232 Interface cannot be located.  If you are
using an RS232 Interface Card, the card is not in the Peripheral
Expansion System or is not making proper contact.  It may be
necessary to remove all diskettes from the disk drives, remove the
cartridge, and turn all your computer equipment off.  Wait two
minutes.  Then check to be sure the RS232 Interface Card is making
proper contact by removing and reinserting the card.  Then turn on
the Peripheral Expansion System; next turn on any stand alone
peripherals.  Then turn on the console.  Reinsert the cartridge,
the diskettes, and try again.

If you are using a stand-alone RS232 Interface, check to make sure
the unit is properly connected, plugged in, and turned on.  Press
any key and try again.

**OUTPUT ERROR
WORKING....
PRESS ANY KEY**

This message simply indicates the Text Formatter print request in
progress has been cancelled by pressing **FCTN 4**.

**ERROR IN SPECIFICATION**

The only characters the Text Formatter accepts for the "WHAT
PAGE(S)?" and "WHICH LETTER(S)?" prompts are: numbers, commas,
dashes, the letters E for End of document and A for All pages.
Any other characters are rejected, and the error message is
displayed.  Press Up Arrow to return to the beginning of the data
entry line, retype where necessary, and press **ENTER**.

**PROMPT BUFFER OVERFLOW**

The buffer alloted for Define Prompt commands is full - either too
many Define Prompt commands were used, or there are too many
prompts of maximum length.  Either eliminate some commands, or
shorten prompt text.

**PRINTER PROBLEMS**

| PROBLEM | POSSIBLE CAUSE |
|---|---|
| Printer does not print (and no error message is displayed). | The printer is not plugged in. The printer is not turned on or is not on line. The printer devicename is not correct. (Wrong baud rate, PIO used for a serial printer, or RS232 used for a parallel I/O printer.) |
| Printer does not advance paper before printing next line. | The printer devicename is not correct. (.LF or .CR used in the Text Editor devicename, .CR used instead of .LF in the Text Formatter devicename.) |
| Printer prints "garbage." | The baud rate in the devicename is incorrect. The printer DIP switches that control baud rate are not set correctly. .LF was left off the end of the Text Formatter devicename. |
| Printer prints in double spacing when single spacing is desired. | The automatic line feed on the printer is not disabled (DIP switch not set correctly). .LF was left off the end of the Text Formatter devicename. The command .LS 2 was used, and the document was printed with the Text Formatter. |
| Printer form feeds twice before printing the next page (an extra blank page between pages). | Automatic perforation skip on the printer is not disabled (DIP switch not set correctly.) |

| PROBLEM | POSSIBLE CAUSE |
|---|---|
| Printer prints four lines of the same text (overstriking error) or two lines of the same text (underscoring error). | .LF was left off the end of the Text Formatter devicename.<br><br>The document was formatted to diskette and printed through the Text Formatter instead of the Text Editor.<br><br>The document was formatted to diskette, and the Text Formatter devicename was not used to print it from the Text Editor. |
| Some characters are not being printed. | @ and & – When printing with the Text Formatter, these are format commands. To print one of these characters, type them twice in succession.<br><br>^ – When printing with the Text Formatter, this is a format command. Transliterate ^ to another character with the Transliterate command.<br><br>A daisy wheel printer is being used, and the character set of the daisy wheel does not contain these characters. |

## GENERAL PROBLEMS

| PROBLEM | POSSIBLE CAUSE |
|---|---|
| The screen is blank. | The Screen Saver feature has blanked the screen. Press any key. (Left Arrow or Right Arrow do not blank out or type over any text.)<br>The monitor cable is not plugged in properly or securely to the monitor or to the console. |
| A format command was not performed. | A command was reformatted into the line above and nullified.<br>A command was incorrectly stated on a multiple command line. |
| A format command that uses a number was not performed. | The letter O was typed instead of a zero.<br>The command was reformatted into the line above and nullified.<br>A command was incorrectly stated on a multiple command line. |
| A word or a whole line was deleted while printing with the Text Formatter. | Text was reformatted onto a format command line.<br><br>The first character on a line of text is a period. This has caused the Text Formatter to interpret text following the period as a format command line and remove it. Either put a Required Space symbol before the period or transliterate the period to another character. |

# QUICK REFERENCE

TEXT EDITOR - EDITING OPERATIONS

| FOR FUNCTION | PRESS | FUNCTION DESCRIPTION |
|---|---|---|
| Back Tab | CTRL T | Moves the cursor one tab setting to the left. |
| Beginning of Line | CTRL V | Moves the cursor to the beginning of the line on which it is located. |
| Command/Escape | FCTN 9<br>CTRL C | Exits from Edit Mode into Command Mode. Escapes a command. |
| >Delete Character | FCTN 1<br>CTRL F | Deletes character by character including the space. |
| >Delete End of Line | CTRL K | Deletes all text to the right of the cursor to the end of the line, including the character under the cursor. |
| >Delete Line | FCTN 3<br>CTRL N | Deletes the entire line of text and the line space. |
| Display Line Numbers | FCTN 0<br>(Zero) | Removes or redisplays line numbers on the screen. |
| Down Arrow | FCTN X<br>CTRL X | Moves the cursor down. If the cursor is on the last line of the screen, subsequent lines scroll onto the screen one at a time. |
| >Duplicate Line | CTRL 5 | Duplicates the line above and replaces the line the cursor is on with the duplicated line. |
| Home Cursor | CTRL L | Repositions the cursor at the upper left corner of the screen without altering the display. |

\* Function altered in Fixed Mode.
> Text can be recovered by OOPS!.

TEXT EDITOR - EDITING OPERATIONS

| FOR FUNCTION | PRESS | FUNCTION DESCRIPTION |
|---|---|---|
| Insert Blank Line | FCTN 8<br>CTRL O<br>(Letter) | Inserts a blank line above the line on which the cursor is placed and repositions the cursor on the blank line. |
| *Insert Character | FCTN 2<br>CTRL G | WORD WRAP: Splits a line into two lines for insertion. Terminated by Reformat.<br>FIXED: Pushes the remainder of the line to the right during insert. Text pushed past the right margin is deleted. |
| *Last Paragraph | CTRL 6<br>CTRL H | Moves the cursor to the beginning of the preceding paragraph in the text. |
| Left Arrow | FCTN S<br>CTRL S | Moves the cursor to the left without blanking out text. |
| Left Margin Release | CTRL Y | Temporarily disables the left margin until the cursor recrosses the left margin. |
| New Page | CTRL 9<br>CTRL P | Inserts a blank line with a Page symbol and Carriage Return symbol. Causes the printer to begin a new page in both Editor and Formatter. |
| *New Paragraph | CTRL 8<br>CTRL M | WORD WRAP: Begins a new paragraph by inserting a Carriage Return symbol and a blank line and returning the cursor to the beginning of the blank line. If Automatic Paragraph Indentation is set, the cursor is returned to the indentation point.<br>FIXED: Does not function. |
| *Next Paragraph | CTRL 4<br>CTRL J | Moves the cursor to the beginning of the following paragraph. |
| Next Window | FCTN 5 | Horizontal Block Scroll. Displays the next of the three overlapping windows of the full 80-column screen width - 1, 2, 3, 1, 2, etc. |

\* Function altered in Fixed Mode.
\> Text can be recovered by OOPS!.

TEXT EDITOR - EDITING OPERATIONS

| FOR FUNCTION | PRESS | FUNCTION DESCRIPTION |
|---|---|---|
| OOPS! | CTRL 1<br>CTRL Z | Recovers text deleted by Delete Character, Delete Line, Delete End of Line, Duplicate Line, typing over, or blanking out. Removes characters typed on a blank line. |
| Quit | FCTN = | TEXT EDITOR: Enters Command Mode. From the main menu, it returns to the master title screen. |
| *Reformat | CTRL 2<br>CTRL R | WORD WRAP: Recloses text after an insertion and fills text to incorporate deletions and insertions.  Reformat stops when a Carriage Return is encountered. FIXED: Terminates Insert Character. |
| Right Arrow | FCTN D<br>CTRL D | Moves the cursor to the right without blanking text. |
| Roll Down | FCTN 4<br>CTRL A | Vertical block scroll.  Displays the 24 lines that follow the last line on the screen. |
| Roll Up | FCTN 6<br>CTRL B | Vertical block scroll.  Displays the 24 lines that precede the first line on the screen. |
| Screen Color | CTRL 3 | Displays the next screen background/character color combination in a sequence of five. |
| Tab | FCTN 7<br>CTRL I | Moves the cursor to the next tab setting to the right. |
| Up Arrow | FCTN E<br>CTRL E | Moves the cursor up. If the cursor is on the top line, previous lines scroll onto the screen one at a time. |
| Word Tab | CTRL 7<br>CTRL W | Moves the cursor to the first character of the next word. |
| Word Wrap | CTRL 0<br>(Zero) | Switches from Word Wrap Mode (Solid Cursor) to Fixed Mode (Hollow Cursor) and from Fixed Mode back to Word Wrap Mode. |

* Function altered in Fixed Mode.
> Text can be recovered by OOPS!.

TEXT EDITOR - COMMANDS IN COMMAND MODE

TO ENTER COMMAND MODE - PRESS FCTN 9 OR CTRL C

| COMMAND | TO EXECUTE COMMAND | FUNCTION PERFORMED |
|---------|-------------------|--------------------|
| Copy | 1. Type C for Copy.<br><br>2. Press **ENTER.**<br><br>Prompt:<br>**COPY start line, stop line, after line:**<br><br>3. Type: the line number of the first line to be copied, a space, the line number of the last line to be copied, a space, and the line number of the line after which the copy is to be inserted.<br><br>4. Press **ENTER.** | Puts a copy of a line or consecutive lines in another point in the text buffer. |
| **Delete** | 1. Type D for Delete.<br><br>2. Press **ENTER.**<br><br>Prompt:<br>**DELETE enter start line, and stop line:**<br><br>3. Type: the line number of the first line to be deleted, a space, and the line number of the last line to be deleted.<br><br>4. Press **ENTER.** | Deletes a line or block of consecutive lines from the text buffer. |
| DeleteF | 1. Type DF for DeleteF.<br><br>2. Press **ENTER.**<br><br>Prompt:<br>**DELETE FILE, enter filename:**<br><br>3. Type the filename of the file you wish to delete.<br><br>4. Press **ENTER.** | Deletes a file from a diskette. **Once deleted, a file cannot be recovered.** |

TEXT EDITOR - COMMANDS IN COMMAND MODE

TO ENTER COMMAND MODE - PRESS FCTN **9** OR CTRL C

| COMMAND | TO EXECUTE COMMAND | FUNCTION PERFORMED |
|---|---|---|
| Edit | 1. Type E for Edit.<br><br>2. Press ENTER. | Exits Command Mode and returns to Edit Mode. |
| FindString | 1. Type FS for FindString.<br><br>2. Press ENTER.<br><br>Prompt:<br>FIND **enter /string/** :<br><br>3. Type /s/ where "s" is the word or words to be found.<br><br>4. Press ENTER. | Locates a word or phrase in the contents of the text buffer. Searching begins with the first character to the right of the cursor's position when Command Mode is entered. |
| LoadF<br><br>(whole file) | 1. Type LF for LoadF.<br><br>2. Press ENTER.<br><br>Prompt:<br>**LOAD FILE, enter filename:**<br><br>3. Type any valid filename.<br><br>4. Press ENTER. | Loads a file from a diskette into the text buffer. (If the file was saved with SaveF, Tabs settings are automatically reset.) |
| LoadF<br><br>(part of file) | 1. Type LF for LoadF.<br><br>2. Press ENTER.<br><br>Prompt:<br>**LOAD FILE, enter filename:**<br><br>3. Type: the line number of the first line of the part to be loaded, a space, the line number of the last line to be loaded, a space, and the filename of the file that contains the part to be loaded.<br><br>4. Press ENTER. | Loads part of a file from diskette into the text buffer. (If the file was saved with SaveF, Tabs settings are only reset if the part includes the last line of the file.) |

TEXT EDITOR - COMMANDS IN COMMAND MODE

TO ENTER COMMAND MODE - PRESS FCTN **9** OR CTRL C

| COMMAND | TO EXECUTE COMMAND | FUNCTION PERFORMED |
|---|---|---|
| **LoadF**<br><br>(and merge whole file) | 1. Type LF for LoadF.<br><br>2. Press **ENTER.**<br><br>Prompt:<br>**LOAD FILE, enter filename:**<br><br>3. Type: the line number of the line in the text buffer after which the file is to be merged, a space, and the filename of the file to be merged.<br><br>4. Press **ENTER.** | Loads and merges a file on diskette with the contents of the text buffer. (Tabs settings are not reset.) |
| **LoadF**<br><br>(and merge part of a file) | 1. Type LF for LoadF.<br><br>2. Press **ENTER.**<br><br>Prompt:<br>**LOAD FILE, enter filename:**<br><br>3. Type: the line number of the line in the text buffer after which the part is to be merged, a space, the line number of the first line of the part to be merged, a space, the line number of the last line of the part to be merged, space once, and the filename of the file that contains the part to be merged.<br><br>4. Press **ENTER.** | Loads and merges part of a file on diskette with the contents of the text buffer. (Tabs settings are not reset.) |

TEXT EDITOR - COMMANDS IN COMMAND MODE

TO ENTER COMMAND MODE - PRESS FCTN 9 OR CTRL C

| COMMAND | TO EXECUTE COMMAND | FUNCTION PERFORMED |
|---|---|---|
| Move | 1. Type M for Move.<br><br>2. Press ENTER.<br><br>Prompt:<br>MOVE start line, stop line, after line:<br><br>3. Type: the line number of the first line to be moved, a space, the line number of the last line to be moved, a space, and the line number of the line after which the moved text is to be inserted.<br><br>4. Press ENTER. | Moves a line or block of consecutive lines from one point to another point in the text buffer. |
| PrintF | 1. Type PF for PrintF.<br><br>2. Press ENTER.<br><br>Prompt:<br>PRINT FILE, enter devicename:<br><br>3. Type the devicename of your printer.<br><br>4. Press ENTER.<br><br>TO STOP/CANCEL PRINTING -<br>press FCTN 4. | Prints the contents of the text buffer. (Note: to save a file without saving Tabs settings, use PrintF and use any valid filename in place of a devicename.) |
| Purge | 1. Type P for Purge.<br><br>2. Press ENTER.<br><br>Prompt:<br>PURGE FILE, are you sure (Yes, or No)?<br><br>3. Type Y for Yes or N for No.<br><br>4. Press ENTER. | Clears the text buffer. (The contents of the text buffer may be recovered by RecoverEdit.) |

TEXT EDITOR - COMMANDS IN COMMAND MODE

TO ENTER COMMAND MODE - PRESS FCTN 9 OR CTRL C

| COMMAND | TO EXECUTE COMMAND | FUNCTION PERFORMED |
|---------|--------------------|--------------------|
| Quit | 1. Type Q for Quit.<br><br>2. Press ENTER.<br><br>Prompt:<br>QUIT enter Save, Purge, or Exit:<br><br>3. Type ONE of the following letters:<br><br>   S for SaveF<br>    (See SaveF, steps 3 to the end.)<br><br>   P for Purge<br>    (See Purge, steps 3 to the end.)<br><br>   E for Exit to exit the Text Editor<br>    and return to the main menu.<br><br>4. Press ENTER. | Save a file, Purge a file, or Exit the Text Editor. |
| RecoverEdit | 1. Type RE for RecoverEdit.<br><br>2. Press ENTER.<br><br>Prompt:<br>Recover Edit (Yes or No)?<br><br>3. Type Y for Yes or N for No.<br><br>4. Press ENTER. | May recover all but the first line of the contents of the text buffer after purging.<br>(See page 88 for conditions affecting recovery.) |

TEXT EDITOR - COMMANDS IN COMMAND MODE

TO ENTER COMMAND MODE - PRESS FCTN 9 OR CTRL C

| COMMAND | TO EXECUTE COMMAND | FUNCTION PERFORMED |
|---|---|---|
| Replace String | 1. Type RS to ReplaceString.<br><br>2. Press **ENTER**.<br><br>Prompt:<br>**REPLACE enter /old string/new string/ :**<br><br>3. Type a slash (/), the string to be replaced, a slash, the string that is to replace it, and a slash.<br><br>4. Press **ENTER**.<br><br>Prompt:<br>**REPLACE STRING (Yes,No,All,Stop)?**<br><br>5. Options:<br><br>  A = All - replace the string in every subsequent instance.<br><br>  Y = Yes - replace the string in this instance; find the next instance.<br><br>  N = No - do not replace the string in this instance; find the next instance.<br><br>  S = Stop - escape the command with the cursor on the last instance found.<br><br>6. When replacement is complete, return to Edit Mode is automatic. | Replaces a word or words with another word or words in the contents of the text buffer. The search for the first instance of the old string begins with the first character to the right of the cursor's position when Command Mode is entered. |

TEXT EDITOR - COMMANDS IN COMMAND MODE

TO ENTER COMMAND MODE - PRESS FCTN **9** OR CTRL C

| COMMAND | TO EXECUTE COMMAND | FUNCTION PERFORMED |
|---|---|---|
| SaveF<br><br>(whole file) | 1. Type SF for SaveF.<br><br>2. Press **ENTER**.<br><br>Prompt:<br>**SAVE FILE, enter filename:**<br><br>3. Type any valid filename.<br><br>4. Press **ENTER**. | Saves the contents of the text buffer, including the Tabs settings, to a file on diskette. (To save a file without saving Tabs settings, see PrintF.) |
| SaveF<br><br>(part of a file) | 1. Type SF for SaveF.<br><br>2. Press **ENTER**.<br><br>Prompt:<br>**SAVE FILE, enter filename:**<br><br>3. Type: the line number of the first line of the part to save, a space, the line number of the last line of the part to save, a space, and any valid filename.<br><br>4. Press **ENTER**. | Saves part of the contents of the text buffer to a file on diskette. (Tabs settings are saved if the part contains the last line of the text buffer contents.) |
| Show | 1. Type S for Show.<br><br>2. Press **ENTER**.<br><br>Prompt:<br>**SHOW LINE enter line number:**<br><br>3. Type the line number of the line to be shown.<br><br>4. Press **ENTER**. | Locates a line in the the text buffer by line number and displays it as the first line on the screen. (Zero can be used for the line number of the first line, and E for the line number of the last line.) |

TEXT EDITOR - COMMANDS IN COMMAND MODE

TO ENTER COMMAND MODE - PRESS FCTN 9 OR CTRL C

| COMMAND | TO EXECUTE COMMAND | FUNCTION PERFORMED |
|---------|--------------------|--------------------|
| Show Directory | 1. Type SD for ShowDirectory.<br><br>2. Press **ENTER**.<br><br>Prompt:<br>**SHOW DIRECTORY, enter disk number:**<br><br>3. Type the number of the disk drive that contains the diskette to be cataloged.<br><br>4. Press **ENTER**.<br><br>5. To cancel the catalog display, press **ENTER** again. | Catalogs a diskette on the screen. |
| Tabs | 1. Type T for Tabs.<br><br>2. Press **ENTER**.<br><br>Prompt:<br>**TABS   123456789 123456789 (etc.)**<br>     **L....T....T....T....2 (etc.)**<br><br>3. Beneath the appropriate column number, type:<br><br>   L for Left margin.<br>   I for paragraph Indent.<br>   T for Tab.<br>   R for Right margin.<br><br>4. Blank out any undesired settings.<br><br>5. Press **ENTER**. | Sets margins, tabs, and paragraph indentation for the text buffer. |

TEXT FORMATTER - FORMAT COMMANDS

| COMMAND | NAME | FUNCTION |
|---------|------|----------|
| .AD | Adjust | Justifies the right margin.  Cannot be used without using the Fill Command. If Fill and Adjust are both used and Fill is turned off with No Fill, Adjust is also turned off. |
| *n* | Alternate Input | Used with the Mailing List option to position up to 99 variables that can be assigned values from the screen or from a value file called by .ML f. |
| .BP | Begin Page | Forces a page break and the printer begins subsequent text on a new page. |
| .CE n | Center | Centers the next "n" lines. The command .CE centers the next line only. |
| .CO t | Comment | Puts a comment "t" in text that is not printed with the document by the Text Formatter. |
| .DP n:t | Define Prompt | Defines a prompt "t" for alternate input "n" to cue definition from the screen. |
| .FI | Fill | Puts as many words on the line as fit without exceeding the right margin. |
| .FO t | Footer | Puts "t" (text) as the footer on each page. If % is used in the footer text, it is replaced with the appropriate consecutive page number. |
| .HE t | Header | Puts "t" (text) as the header on each page.  If % is used in the header text, it is replaced with the appropriate consecutive page number. |
| .IF f | Include File | Calls filename  "f" at that point. Does not permit nesting.  Files can be called by disk drive number or by diskette name. |

| COMMAND | NAME | FUNCTION |
|---------|------|----------|
| .IN n | Indent | Indent the first line of a paragraph "n" spaces. Absolute value indents to the column number "n" regardless of the left margin. Relative values: "+n" is added to the left margin value; "-n" is subtracted from the left margin value to "outdent" to the left of a left margin. Each time the Left Margin is reset, the Indent command must be reset also. |
| .LM n | Left Margin | Set the left margin at column "n." Absolute or relative values can be used. |
| .LS n | Line Space | Causes the printer to space down "n" lines before printing the next line. The default is single spacing. |
| .ML f | Mailing List | Calls value file "f" from the main file to assign values to variables defined by Alternate Input commands. (Mail List.) |
| .NA | No Adjust | Default. Turns off the Adjust command. |
| .NF | No Fill | Default condition. Prints lines as they appear in the file. All of the Left Margin and Indent commands that follow a No Fill command are ignored. |
| @ | Overstrike | Causes the printer to overstrike subsequent characters until a space is encountered. |
| .PA n | Page Number Reset | Resets the consecutive page number in Header and/or Footer commands to "n." Absolute or relative values may be used. |
| .PL n | Page Length | Sets the number of lines per page to "n." The default is 66 lines per page. |
| .RM n | Right Margin | Sets the right margin at column "n." Absolute or relative values can be used. |

# TEXT FORMATTER - FORMAT COMMANDS

| COMMAND | NAME | FUNCTION |
|---------|------|----------|
| ^ | Required Space | Joins words for the purposes of filling, adjusting, underlining, and overstriking. |
| .SP n | Space | Causes the printer to skip "n" lines before printing the next line. The command .SP skips one line. |
| .TL nl:n2,nz | Transliterate | Changes the ASCII character value of "nl" to the value or values of "n2,nz". |
| & | Underscore | Causes the printer to underscore subsequent characters until a space is encountered. |
| CTRL 9<br>CTRL P | New Page | Editing operation. Performs the same function as Begin Page. |

## ASCII CHARACTER CODES
(See also User's Reference Guide, Section III)

| ASCII CODE | CHARACTER | ASCII CODE | CHARACTER |
|---|---|---|---|
| 32 | (space) | 79 | O |
| 33 | ! (exclamation point) | 80 | P |
| 34 | " (quote) | 81 | Q |
| 35 | # (number/pound sign) | 82 | R |
| 36 | $ (dollar sign) | 83 | S |
| 37 | % (percent) | 84 | T |
| 38 | & (ampersand) | 85 | U |
| 39 | ' (apostrophe) | 86 | V |
| 40 | ( (open parenthesis) | 87 | W |
| 41 | ) (close parenthesis) | 88 | X |
| 42 | * (asterisk) | 89 | Y |
| 43 | + (plus sign) | 90 | Z |
| 44 | , (comma) | 91 | [ (left bracket) |
| 45 | - (minus sign) | 92 | \ (reverse slant) |
| 46 | . (period) | 93 | ] (right bracket) |
| 47 | / (slant, slash) | 94 | ^ (circumflex) |
| 48 | 0 (zero) | 95 | _ (underline) |
| 49 | 1 | 96 | ` (accent grave) |
| 50 | 2 | 97 | a |
| 51 | 3 | 98 | b |
| 52 | 4 | 99 | c |
| 53 | 5 | 100 | d |
| 54 | 6 | 101 | e |
| 55 | 7 | 102 | f |
| 56 | 8 | 103 | g |
| 57 | 9 | 104 | h |
| 58 | : (colon) | 105 | i |
| 59 | ; (semicolon) | 106 | j |
| 60 | < (less than) | 107 | k |
| 61 | = (equals) | 108 | l |
| 62 | > (greater than) | 109 | m |
| 63 | ? (question mark) | 110 | n |
| 64 | @ (at sign) | 111 | o |
| 65 | A | 112 | p |
| 66 | B | 113 | q |
| 67 | C | 114 | r |
| 68 | D | 115 | s |
| 69 | E | 116 | t |
| 70 | F | 117 | u |
| 71 | G | 118 | v |
| 72 | H | 119 | w |
| 73 | I | 120 | x |
| 74 | J | 121 | y |
| 75 | K | 122 | z |
| 76 | L | 123 | { (left brace) |
| 77 | M | 124 | \| |
| 78 | N | 125 | } (right brace) |
|  |  | 126 | ~ (tilde) |
|  |  | 127 | DEL (appears on screen as a blank) |

Codes 97–122 (a through z): Appear on the screen as small capitals; print as lower-case letters.

**ASCII CODES FOR SPECIAL CHARACTER MODE** (page 98)

| ASCII CODE | FUNCTION ACRONYM | FUNCTION | PRESS KEY | SCREEN DISPLAY |
|---|---|---|---|---|
| 0 | NUL | Null | SHIFT 2 | ö |
| 1 | SOH | Start heading | SHIFT A | ı |
| 2 | STX | Start text | SHIFT B | ż |
| 3 | ETX | End text | SHIFT C | ȝ |
| 4 | EOT | End transmission | SHIFT D | ʻɥ |
| 5 | ENQ | Enquiry | SHIFT E | ṡ |
| 6 | ACK | Acknowledge | SHIFT F | ċ |
| 7 | BEL | Bell | SHIFT G | ʾ |
| 8 | BS | Backspace | SHIFT H | ġ |
| 9 | HT | Horizontal tab | SHIFT I | ə̇ |
| 10 | LF | Line feed | SHIFT J | Ⱶ |
| 11 | VT | Vertical tab | SHIFT K | ь |
| 12 | FF | Form feed | SHIFT L | ℞ |
| 13 | CR | Carriage return | SHIFT M | ⸗ |
| 14 | SO | Shift out | SHIFT N | è |
| 15 | SI | Shift in | SHIFT O | ḟ |
| 16 | DLE | Data link escape | SHIFT P | ʼo |
| 17 | DC1 | Device Control 1 | SHIFT Q | ʼı |
| 18 | DC2 | Device Control 2 | SHIFT R | ʼʑ |
| 19 | DC3 | Device Control 3 | SHIFT S | ʼȝ |
| 20 | DC4 | Device Control 4 | SHIFT T | ʼɥ |
| 21 | NAK | Negative acknowledge | SHIFT U | ʼṡ |
| 22 | SYN | Synchronous idle | SHIFT V | ʼċ |
| 23 | ETB | End transmission block | SHIFT W | ʼ⁊ |
| 24 | CAN | Cancel | SHIFT X | ʼġ |
| 25 | EM | End medium | SHIFT Y | ʼə̇ |
| 26 | SUB | Substitute | SHIFT Z | ʼн |
| 27 | ESC | Escape | FCTN R | ʼь |
| 28 | FS | File separator | FCTN Z | ʼɾ |
| 29 | GS | Group separator | FCTN T | ʼɹ |
| 30 | RS | Record separator | SHIFT 6 | _ (underscore) |
| 31 | US | Unit separator | FCTN U | ʼϝ |

# PROGRAM FLOW CHART

TI-WRITER Word Processor

```
                        _____
                       |           |
                       |  MASTER   |
                       |  TITLE    |
                       |  SCREEN   |
                       |_____|
                             |
                             V
                        _____
                       |           |
                       | MAIN MENU |
                       |_____|
                             |
        _____|_____
       |                     |                 |
       V                     V                 V
    _____   _____    _____
   |                   | |           |  |                        |
   | TEXT EDITOR       |<---| UTILITY |--->|                     |
   |                   | |_____|  |   TEXT FORMATTER        |
   ||_____| ||              |                         |
 --<-|COMMAND MODE  |<->-               |_____|
 |   ||_____||  |                    |          ^
 |   |       /\        |  |                    |(O)       |(I/O)
 |   |      |(I/O)    | |                      |          |
 |   |      V         | |                      V          V
 V   ||(text buffer)|| |                  _____  _____
 |   ||              || V                |           ||          |
 |   ||  EDIT MODE   || |                |  RS232    || DISK     |
 |   ||  _____    || |                | INTERFACE|| DRIVE    |
 |   || WORD |      || |                 |_____||_____|
 |   || WRAP |FIXED || |                      |
 |   ||_____|_____|| |                      |(O)
 V   |_____|                       V
 |                    /\                  _____
 |                    |                  |           |
 |                    v                  | PRINTER   |
 -->---            <->---|               |_____|
    |                |
    |(O)             /\ (I/O)
    |                |
    V                V
 _____     _____
|           |   |          |
|  RS232    |   | DISK     |
| INTERFACE |   | DRIVE    |
|_____|   |_____|
    |
    |(O)
    V
 _____
|           |
| PRINTER   |
|_____|
```

(I/O) - INPUT/OUTPUT

(O)   - OUTPUT ONLY
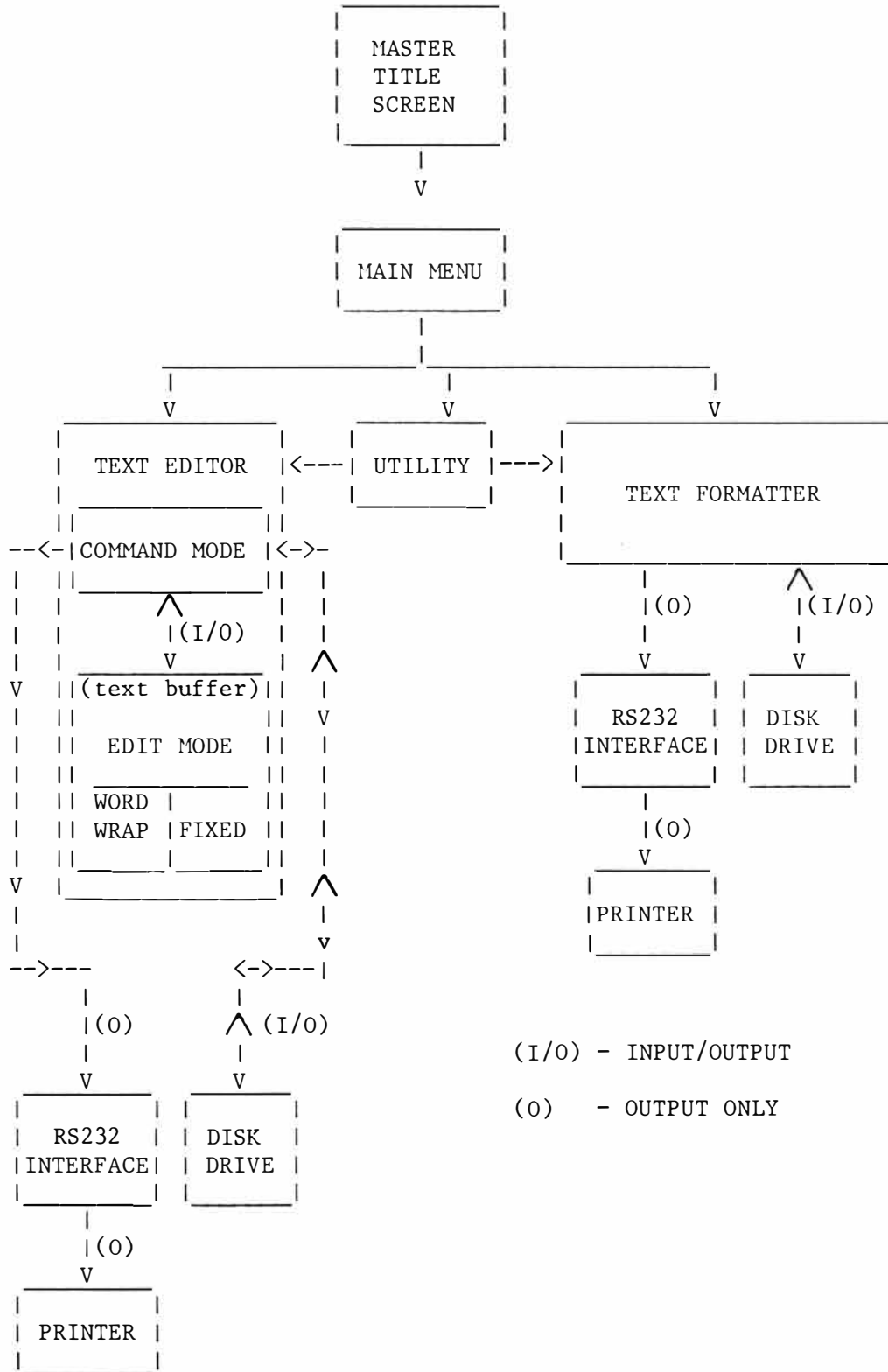
# GLOSSARY

ABSOLUTE VALUE--A number unaccompanied by a plus or minus sign that replaces "n" in a format command.  When an absolute value is used, the old value is replaced with the new value.

ADJUST--A format command that produces right margin justification.  See also "Justify Margins."

BAUD RATE--The rate at which a computer transmits data, measured in bits per second.  Some common baud rates are 300, 600, 1200, 4800, and 9600.  One character takes approximately 10 bits to transfer (characters per second equals bits per second divided by 10).

CARRIAGE RETURN--A term borrowed from typing which indicates moving the typewriter carriage down to the beginning of the next line.  In TI-WRITER, the Carriage Return symbol ( ⌐ ) is used to indicate that no more text is to be put on that line.  It also signals to the Reformat command to stop reformatting (wrapping and/or filling) text at that point.

COLUMN--The space one letter occupies.  The first column in TI-WRITER is column 0, the last column is 79, for a total of 80 columns of available text entry space.

CURSOR--The blinking rectangle on the monitor that indicates where a character appears when a key is pressed.

DECIMAL--The method of counting used in everyday life: 0,1,2,3,4,5,6,7,8,9,10,11,...(Base 10.)

DEFAULT--The preset option or value that is used by the computer when the user declines to make a choice from a group of options or to establish a value for a command requiring a value.

DELETE--To take out; to remove.

DISPLAY--(n) That which appears on the monitor screen at any given time.  (v) To appear or cause to appear on the monitor screen.

DOCUMENT--A complete unit of text such as a letter, a theme, a report, an article, etc.

E--(1) In Command Mode, E (Edit) is the escape command to return to the Edit Mode of Text Editor.  (2) In the Quit command of Command Mode, E (Exit) is the escape command to return to main menu screen.  (3) E (End of file) is a synonym for the line number of the last line of the text buffer in the execution of the LoadF, SaveF, Move, Copy, Delete, and Show commands.

EDIT--(1) To correct and/or revise text.  (2) The text-entry mode of the Text Editor.

ESCAPE COMMAND--A command that allows you to go out of (exit) one operating mode into another.

EXECUTE--To perform a task such as a command in Command Mode.

FILE--The major unit in which information is stored on a diskette or cassette.  Documents may be more than one file in length. Large documents may be more than one diskette in length.  The draft for this manual is 22 files in length and used six diskettes.

FILENAME--The name under which a file is stored and retrieved. Filenames have three elements: 1.  Storage device name (DSK for diskette, CS for cassette).  2.  Storage device number (1, 2, or 3 for diskette; 1 or 2 for cassette).  3.  For diskettes only, the name of the file.  The name of a file cannot be longer than 10 characters and cannot contain dashes, periods or blank spaces.  The filename tells the computer what storage medium was used (diskette or cassette), which storage device to search (DSK1, DSK2, DSK3, or CS1, CS2), and what to search for (a file named _____).

FILL--To put as many words on a line as will fit between the left and right margins.  In Word Wrap Mode of the Text Editor, Reformat is allowed to move words from the beginning of a line to the end of the previous line in order to fill lines. Fill is also a format command that accomplishes the same task.

FORM FEED CHARACTER--A signal from the computer software that causes the paper in the printer to roll up to the beginning of the next page.  This signal is sent whenever a Begin Page format command, or New Page symbol is encountered in the text.  This symbol is also sent when the number of lines specified in the Page Length format command have been printed.

HARDWARE--Computer equipment such as the console, the monitor, or the peripherals.

HEXADECIMAL--A method of counting that uses 16 digits (Base 16) instead of 10.  Computers use this method internally.

Example:
```
Decimal      | 0 | 1 | 2 |...| 9 | 10| 11| 12| 13| 14| 15| 16|
_____|___|___|___|___|___|___|___|___|___|___|___|___|
             |   |   |   |   |   |   |   |   |   |   |   |   |
Hexadecimal  | 0 | 1 | 2 |...| 9 | A | B | C | D | E | F | 10|
equivalent
```

INITIALIZE--To prepare a diskette (by using the Disk Manager Cartridge) so that it can be used by the computer.  Initializing a diskette sets up a "filing system" and "file folders" (sectors) on the diskette so that the computer knows where to store a file and where to find it again.  Diskettes must be initialized if they have never been used, and previously used diskettes can be erased by reinitializing them.

INPUT--Information that is put into a computer.  For example, when you type on the keyboard, what you type is considered "input."  Also, when you load a file, you are inputting the information contained in that file into the text buffer.

INSERT--To put in; to add.

JUSTIFY MARGINS--To line up the first or last letter of lines into a straight column down the side of the page.  Setting the left margin automatically justifies it.  Some word processors, including TI-WRITER, justify the right margin by inserting extra blank spaces between the words on a line ("spreading" a line) so that all lines of text to be justified are of equal length.  With TI-WRITER, the Text Formater justifies the right margin when both the Fill and Adjust format commands are used at the same time.

LINE FEED--A signal from the computer software that causes the paper in the printer to be moved up one line space.  This prevents the printer from printing a line on top of another line.  Many printers have a DIP switch that controls whether the printer line feeds after each line is printed, or whether the computer software tells the printer when to line feed.  TI-WRITER requires that its software be able to control either the line feed function (.LF) or the automatic carriage return function (.CR) of a printer in order to properly perform overstriking and underscoring.

LINE NUMBERS--Numbers beginning with 0001 that appear down the left
        side of the screen.  These numbers are not printed out unless
        TI-WRITER has been specifically instructed to do so.  They
        are for your reference and are used in the LoadF, SaveF,
        PrintF, Move, Copy, and Delete commands in Command Mode to
        identify lines with which the command is to perform its
        function.

LOAD--To put (read) information into the computer from a cassette,
        diskette, cartridge, etc.  To use the LoadF command to put a
        file or part of a file into the text buffer.

MARGIN--The setting that determines the starting or ending point for
        lines of text.  The left margin is the point at which lines
        begin on the left side of a page.  The right margin is the
        point on the right side of a page where lines must end.

MAIN MENU--The screen that displays the different options available in
        a software package and from which an option is selected.

MASTER SELECTION LIST--The screen that allows you to select TI BASIC,
        or one of the different language versions of the software
        package.  This screen follows the Master Title Screen and is
        displayed by "pressing any key to begin."

MASTER TITLE SCREEN--The display that appears on the monitor when the
        computer is turned on.  The Master Title Screen is also the
        first screen to appear when a cartridge is inserted into the
        console.  This screen is sometimes referred to as "the
        color-bar screen" because of the multicolor bands that appear
        across the top and the bottom of the screen.

MENU--A list of options, like a restaurant bill of fare, from which you
        may select.

MERGE--To combine; to make one file out of two files.

NULLIFY--To cancel; to make inoperative.

OUTPUT--Information sent out by a computer.  When you print a document,
        that document is considered "output." Also, when you save a
        file, you are "outputting" that information to a storage
        device.

OVERSTRIKING--To emphasize or make a character more visible (bolder) on the page by causing the printhead to print the same character more than once in the same space.  The additional print strikes make the character darker than if it were struck only once.  Some printers overstrike by printing a character, backing up one space and printing the same letter again (.CR).  Other printers overstrike by printing the entire line, returning without advancing the paper, and reprinting all the characters to be overstruck in the entire line (.LF).  The overstrike format command in TI-WRITER overstrikes a character four times.

PAGE BREAK--The end of one page and the beginning of the next.  The Page Length format command causes a "natural" page break after the required number of lines has been printed.  The New Page command and the Begin Page format command "force" a page break by overriding the Page Length format command.

PAGINATION--The manner in which a document is separated into pages.

PARAGRAPH INDENTATION--Offsetting the beginning of the first line of a paragraph to the right to make the beginning of the paragraph more visible to the reader.  A common paragraph indentation is five spaces to the right of the left margin.

PERIPHERAL--Computer equipment (hardware) you can attach to the console to enable it to perform a particular task.  There are three basic types of peripherals--Input, Output, and Input/output (I/O).  Input peripherals can only feed information into the computer.  An example of an input peripheral is a Wired Remote Controller (joystick).  The keyboard is also considered an input peripheral even though it is built into the console.  An output peripheral can only receive information from the computer.  A monitor or a printer are good examples of output peripherals.  Input/output peripherals can both receive information from and transmit information to the computer.  A good example of an I/O peripheral is a disk drive.  It can either save a file (output) or load a file (input).  The Memory Expansion, and RS232 Interface are also I/O peripherals.

PROGRAM--(n) The set of instructions that tells the computer what to do and how to do it. (v) To write a set of instructions that enables a computer to perform a particular task or series of tasks. See also "Software."

PROMPT--A line displayed on the screen that gives further instructions or serves as a memory aid.

READ--To transmit an exact copy of a file from the diskette to the text buffer. See also Load.

REFORMAT--To readjust text after insertion and deletion or to conform to (new) margins, put as many words on a line as the margin setting will permit, and delete extra blank spaces. To use the Reformat command.

RELATIVE VALUE--A number preceded by a plus or minus sign that replaces "n" in a format command. A relative value "relates" to a previous value and is added to or subtracted from a previous value to determine the new value.

RUN--To cause a software program to perform the functions for which it was designed; to operate software.

SAVE--To store information on a diskette or cassette for later use. To use the SaveF command to store the contents of the text buffer onto a diskette.

SCROLL--A way of altering the display to view another part of the text buffer. One can scroll both horizontally (Next Window) and vertically (Roll Up, Roll Down), by single lines or blocks of lines.

SOFTWARE--Computer programs. The instructions that tell a computer what to do and how to do it. There are two basic types of software: Systems Software and Applications Software. System Software tells the computer how to operate itself and its peripherals. System Software for the TI Home Computer is built into the computer. Applications Software tells the computer how to perform a specific task or series of tasks. Most of the cartridges and diskette- and cassette-based software for the TI Home Computer are considered applications software.

TEXT--The words that make up a document.

TOP OF FORM--The top line of a page of paper. Many printers allow you to set "top of form" to indicate to the printer it is at the top of the page.

TYPOGRAPHICAL ERROR--An error caused by striking a wrong key, failing to strike a key, or striking keys in the wrong sequence.

USER DISKETTE--The diskette which is used in conjunction with computer software to store data obtained while using the software. The contents of the diskette are entirely up to the user. With TI-WRITER, a user diskette contains documents created while using TI-WRITER.

WINDOW--The monitor screen is not wide enough to display more than 40 columns of text at a time. Since TI-WRITER has 80 columns of available text width, the total width has been divided into three overlapping portions of 40 columns each called windows. Pressing **FCTN 5** allows you to display the next window in the sequence: from 1 to 2, from 2 to 3, from 3 to 1, etc. This is called horizontal block scrolling. See also Scroll.

WRAP--To move a word that would exceed the right margin down to an automatically inserted blank line. This condition applies in Word Wrap Mode of the Text Editor to permit continuous text entry.

WRITE--To transmit an exact copy of data in a computer data buffer to a diskette or cassette, where the copy is stored in the form of a file. To use the SaveF command to save text from the text buffer. See also Save.

APPENDIX 1

**READING OTHER PROGRAMS' MAIL:**
  Using TI-WRITER with Other Programs


TI-WRITER can store and retrieve information on floppy
diskettes.  Documents created with the Text Editor are stored
as "files" on a diskette.  Each file can be identified by the
filename which was given in response to the SaveF prompt line.
You can examine the catalog, or directory, of files on a
diskette by using the ShowDirectory command.  In addition to
the filename, TI-WRITER must tell the Disk Controller (the
intelligent peripheral device which allows the computer to
operate the relatively unintelligent disk drive) how, or in
what form, your document is stored on the diskette.  This form
is a list of file "attributes," which are also visible to the
right of the name of the file when the directory is displayed.
For a more complete description of all the possible attributes
and their combinations, see the TI Disk Memory System manual
which comes with your Disk Controller and Disk Manager.

TI-WRITER both stores and retrieves files on diskette with the
file attributes "Display, Variable 80" (DIS/VAR 80).  This
means that your document is stored in a form much as you see it
on the screen (Display), except that each line of your document
can be a different (Variable) length - as long as that line
does not exceed 80 columns.  If you examine the TI-WRITER
Program Diskette's catalog, you will see that the files
PRACTICE and PRACTICE1 have the attributes "DIS/VAR 80." In
general, TI-WRITER can "read" (retrieve) any file which has
these **exact** attributes, no matter what program created the
file.


TI-WRITER and Editor/Assembler

For example, the Editor of the Editor/Assembler cartridge
stores its files as DIS/VAR 80, so TI-WRITER can read these
files.  Since TI-WRITER writes its files as DIS/VAR 80, and the
Editor/Assembler can read such files, you can freely
interchange documents between these two products.  The only
constraint is that format commands should not be used in a file
created with TI-WRITER that will be used with the Editor/
Assembler.  Since the Editor/Assembler does not use margins and
tab settings, it will ignore those which are stored by
TI-WRITER when Tabs settings are saved with a file on diskette.
Conversely, since the Editor/Assembler does not save margins
and tabs settings when it creates a file, TI-WRITER will simply
use the existing Tabs command settings (either default, or
user-set) when the file is loaded into the text buffer.

TI-WRITER and Multiplan (TM)

Another product which can create files readable by TI-WRITER is
Microsoft (TM) Corporation's Multiplan. Multiplan normally
stores its spreadsheets in diskette files which are not in
DIS/VAR 80 format. You can, however, cause Multiplan to use
these file attributes by specifying the F)iles command from the
P)rint command line. You may want to use the O)ptions command
of this command line to specify the boundaries of your
spreadsheet since Multiplan will place blank lines and columns
in the file it creates. Of course, once you read such a file
into TI-WRITER, you may easily delete any unwanted blank lines.
But, if you are merging a Multiplan-created file with a very
large TI-WRITER-created document, you might fill the text
buffer unnecessarily.

By using this feature of Multiplan, you can incorporate the
results of your spreadsheet calculations into your documents
and create professional-quality reports. Since spreadsheets
are columnar type documents, you will want to use Fixed Mode of
the Text Editor whenever editing these segments of your
document. You will also want to use the No Fill format command
at the beginning of a spreadsheet segment and reinsert the Fill
command at the end of these segments.

Since Multiplan, for reasons of efficiency in diskette storage,
does not normally store and retrieve the results of its
spreadsheet calculations but uses the formulas and relations
which create those results, it uses file attributes which
optimize the storage of this kind of information. As a
consequence, Multiplan cannot read files which were created by
TI-WRITER.


*Multiplan and Microsoft are trademarks of the Microsoft
Corporation.

TI-WRITER, TI BASIC, and TI Extended BASIC

TI BASIC and TI Extended BASIC programs are normally stored in
files which are optimized for their special requirements and
which do not use the attributes DIS/VAR 80.  These programs
can, however, create and utilize data files with those
attributes.  A TI BASIC or TI Extended BASIC program can
therefore read and write TI-WRITER diskette files.  For
example, you may want to use a BASIC program to collect and
organize the information which is to be used as a mailing list.
The program can store this informaton in a file which TI-WRITER
can use as a value file in a Mailing List operation (see pages
111-113).  The following TI BASIC program will create the value
file from Example 2, page 113:

```
100 OPEN #1:"DSK1.VALFILE",DISPLAY,VARIABLE 80,OUTPUT
110 PRINT #1:"1 Mr."
120 PRINT #1:"2 Tom"
130 PRINT #1:"3 Jones"
140 PRINT #1:"4 2314 Anystreet"
150 PRINT #1:"5 Anytown, State 12345"
160 PRINT #1:"6 Ralph Friendly"
170 PRINT #1:"*"
180 PRINT #1:"1 Ms."
190 PRINT #1:"2 Jane"
200 PRINT #1:"3 Smith"
210 PRINT #1:"4 11 Anylane"
220 PRINT #1:"5 Anycity, State 54321"
230 PRINT #1:"6 Ted Smiley"
240 PRINT #1:"*"
250 CLOSE #1
260 END
```

To store a TI BASIC or TI Extended BASIC program in a diskette
file which TI-WRITER can read, simply load or type in your
program.  Then LIST it with the optional form of the LIST
command (example: LIST "DSK1.MYPROG").  You may then exit BASIC
and use TI-WRITER to read the file which you created (in the
example, "MYPROG"), into the text buffer and edit as you would
any other document.  Using this procedure, you can generate
formatted and commented listings of your programs which can be
printed or merged with other documents to create articles, etc.

Since neither TI BASIC nor TI Extended BASIC can load programs
which have been stored using the attributes DIS/VAR 80, and
since TI-WRITER cannot create files in any other format, you
cannot use TI-WRITER to create and/or edit program listings
which TI-BASIC or TI Extended BASIC can load and execute.

## ADDITIONAL PRACTICE EXERCISES

In this section are two exercises on letter writing.  They are divided into parts containing brief descriptions of each task to be performed and - **Let's Do It** - sections containing instructions for performing the particular task.

For these exercises you will need:

o The TI-WRITER cartridge and Program Diskette.
o The equipment listed on page 3, properly set up and turned on.
o A blank, initialized diskette, or a user diskette containing at least 30 sectors of available storage.
o Paper for your printer.

**For Best Results** - Do the practice exercises in the "Using the Text Editor" and "Using the Text Formatter" sections of this manual first. The exercises in this section are based on skills learned in those two sections.

## EXERCISE 1.  WRITING A LETTER WITH TI-WRITER

In this exercise you will create a letter with the Text Editor and include format commands in the text.  You will then print it with the Text Formatter.

**Note:** For those who find the "window" (horizontal) scrolling difficult or confusing to work with, this exercise offers an alternative method of document creation that avoids the need to use the Next Window key. Setting margins of 0 and 33 with the Tabs command creates text that is only one "window" in width so that you may see all of your text without having to use Next Window.

> - **Let's Do It** -
>
> Make sure your equipment is properly set up and turned on.  Insert the TI-WRITER cartridge and Program Diskette.  Select the Text Editor option.
>
> **If you are only using one disk drive:** When the Text Editor option has been loaded and the red light on your disk drive goes off, remove the program diskette and insert your user diskette.
>
> **If you are using more than one disk drive:** Your Program Diskette goes in Disk Drive 1 and your user diskette in Disk Drive 2.
>
> Select the Tabs command, and set a left margin of 0 and a right margin of 33.  Do not set an automatic paragraph indentation.

## Beginnings with Style

The letter will be created "flush left" — with every line beginning at the left margin — but the format commands transform it into "modified block" style when it is printed.  Since this letter will be printed with margins and indentation different from those with which it was created, the Fill command (.FI) is used.  A Left Margin (**.LM n**) and a Right Margin (**.RM n**) command set the overall document dimensions, and Indent commands (**.IN n**) achieve the modified block style.

### – Let's Do It –

Begin typing each line at the left margin.

On line 0001 type **.FI;LM 8;RM 72** and press **ENTER**.  The Fill command permits the Text Formatter to restructure the letter with a left margin of 8 and a right margin of 72, set by the the next two commands.

On line 0002 type **.IN +32** and press **ENTER**.  The Indent command indents the heading (sender's name, address, and the date) to 32 spaces to the right of the left margin.

On line 0003 type your first and last name and press **ENTER**.

On line 0004 type your street address and press **ENTER**.

On line 0005 type your city, state, and zip code and press **ENTER**. Press **ENTER** again to separate the date from your name and address with a blank line (line 0006).

On line 0007 type the current month, day, and year and press **ENTER**. The heading is now complete.

On line 0008 type **.IN +0** and press **ENTER**.  Since the next parts are not indented, this Indent command cancels the previous one.

Press **ENTER** twice to separate the heading from the inside address with two blank lines (0009 and 0010).

On line 0011 type **Mrs. Jane Doe** and press **ENTER**.

On line 0012 type **1282 Valley View Road** and press **ENTER**.

On line 0013 type **Lakeville, TX  01234** and press **ENTER**.  Press **ENTER** again to separate the inside address from the salutation with a blank line (0014).

On line 0015 type **Dear Aunt Jane,** and press **ENTER**.  Press **ENTER** again to separate the salutation from the body of the letter with a blank line (0016).

**Giving Your Letter Body**

Now you are ready to create the body of the letter.  You will use a standard paragraph indentation of five spaces by setting an Indent command.  Remember, in Word Wrap Mode words which would go past the right margin are wrapped down to an automatically inserted blank line as you type.  The only time you press **ENTER** is at the end of each paragraph so that the Fill command can recognize where one paragraph ends and the next one begins.

   - Let's Do It -

On line 0017 type .**IN +5** and press **ENTER.**  This indent command sets the "standard" paragraph indentation of five spaces to the right of the left margin.

Type the following paragraphs.  The text you will type is double spaced here for ease of reading, but you will type it single spaced.

Starting on line 0018, type the following paragraph:


It was so good to hear that you and Uncle John are doing fine.

I have been meaning to answer your letter, but it seems like I have

more and more things that need doing and less and less time to do them!


Press **ENTER** two times to end the paragraph and leave a blank line between paragraphs.

Read over what you typed and correct any errors you may have made.

Starting on line 0026, type the following paragraph:


Last month Joe bought this Texas Instruments Home Computer.  Aunt Jane,

you wouldn't believe the things it can do.  He got a Household Budget

Management and Checkbook Manager to help us with our finances, and

Parsec and Munchman games for the children.  They have educational

packages - reading, spelling, math - and something called LOGO that

helps children learn how to program a computer! Can you imagine?

Press **ENTER** two times to end the paragraph and put a blank line between paragraphs.

Read over what you typed and correct any errors you may have made.

Starting on line 0040, type the following paragraph:

I think it's great that we have a Home Computer, and that the children are getting to learn about it.  The other night, Joe brought home a package called TI-WRITER that turns the Home Computer into a word processor.  Aunt Jane, you wouldn't believe how great it is! Next week I'm going to use TI-WRITER to copy all those recipes we found in Grandma's attic, and print copies for the whole family.  Sally's history teacher gave her permission to use it to do her term papers.  I might even volunteer to do the newsletter for our local chapter of the Audubon Society now that I can use TI-WRITER.  And guess what, Aunt Jane.  You have just received your first "computerized" letter!

Press **ENTER** once to end the paragraph.

Read over what you typed and correct any errors you may have made.

**Closing Thoughts**

Now that you have completed the body of the letter, you will add the complimentary closing, save your letter to diskette, and print it throught the Text Formatter.  In the modified block style of letter, the closing is aligned with the heading.  You will do this by repeating the Indent command you used to indent the heading.

**- Let's Do It -**

With the cursor on line 0062, press **ENTER** again to leave a blank line between the body of the letter and the closing.

On line 0063 type **.IN +32** and press **ENTER** to indent the closing to match the heading.

On line 0064 type **All our love,** and press **ENTER.**

On line 0065 type **.SP 4** and press **ENTER.**  The Space command will cause four blank lines to be left between the first line of the closing and the signature block when the letter is printed.

On line 0066 type your name and press **ENTER.**

Enter the Command Mode and select SaveF.

**If you are only using one disk drive:** Type **DSK1.LETTER** and press **ENTER.**  This is your input filename for the Text Formatter.

**If you are using more than one disk drive:** Type **DSK2.LETTER** and press **ENTER.**  This is your Text Formatter input filename.

Enter Command Mode and select PrintF.  Print your document with line numbers (see page 77).  This will give you a printed copy including format commands to compare with the "finished product" printed by the Text Formatter.

Enter Command Mode and select Quit.  From the Quit prompt line, select Exit to exit the Text Editor and display the main menu.

**If you are only using one disk drive:** Remove your user diskette and insert your Program Diskette.  Select the Text Formatter from the main menu.  When the red light on the disk drive goes off, remove the Program Diskette and reinsert your user diskette.

**If you are using more than one disk drive:** Select the Text Formatter from the main menu screen.

Follow the procedure on pages 114 through 117 to print your letter through the Text Formatter.  This basic letter format can be used for both personal and business letter applications.

# EXERCISE 2.  USING THE FORM LETTER OPTION OF TI-WRITER

For this exercise you will need the user diskette on which you stored
the letter you created in the previous exercise.

## Variables for Variety

Everyone has received form letters at one time or another.  They are a
fast and economical way to convey the same information to large groups of
people.  In form letters, certain parts change from letter to letter
(addresses, salutations, etc.).  These parts are called variables
because they vary from letter to letter.  In this exercise, the
variable parts of your letter will be identified and replaced with
Alternate Input commands.  The Fill format command should always be
used in a form letter, especially when there are variables in the body
of the letter, as variables can be of different lengths.  Using Fill
allows the Text Formatter to accommodate each variable, regardless of
its length, smoothly into the text.


   - Let's Do It -

   **If you are using only one disk drive:** Insert the Program Diskette
       in your drive and select the Text Editor.  When the red light
       on your drive goes off, remove the Program Diskette and insert
       your user diskette.  Select LoadF, type **DSK1.LETTER** and press
       **ENTER.**

   **If you are using more than one disk drive:** Insert the Program
       Diskette in Disk Drive 1 and your user diskette in Disk Drive
       2.  Select the Text Editor.  Select LoadF, type **DSK2.LETTER** and
       press **ENTER.**

Locate line 0011 and position the cursor at the left margin of this
line.  Press Delete Character until everything on this line but the
Carriage Return symbol has been deleted.

Type **\*1\* \*2\* \*3\*** on line 0011.  The Carriage Return symbol moves
ahead of the cursor as you type.  The first Alternate Input command
**(\*1\*)** locates the variable for the recipient's title (Mr., Mrs.,
Miss, or Ms.).  The second Alternate Input command **(\*2\*)** locates
the variable for the recipient's first name, and the third
Alternate Input command **(\*3\*)** locates the variable for the
recipient's last name.  Three variables are used in this line
because variable #2 will be used again in the body of the letter.

Locate line 0012 and position the cursor at the left margin of this
line.  Press Delete Character until everything on this line but the
Carriage Return symbol has been deleted.

Type **\*4\*** on line 0012.  The command **\*4\*** locates the variable for
the recipient's street address.

Locate line 0013 and position the cursor at the left margin of this
line.  Press Delete Character until everything on this line but the
Carriage Return symbol has been deleted.

Type **\*5\*** on line 0013.  This command locates the variable for the recipient's city, state, and zip code.

Locate line 0015 and position the cursor over the **A** of **Aunt.**  Press Delete Character until the words **Aunt** and **Jane** and the following comma are deleted.  Do not delete the Carriage Return Symbol.

With the cursor still positioned two spaces after the **r** in **Dear,** type **\*6\* \*2\*** and type a comma.  The command **\*6\*** locates the variable for a relationship title (if any) and the command **\*2\*** relocates the recipient's first name in its second use.

Locate line 0019 and position the cursor on the **a** in the phrase **and Uncle John.**  Type **\*7\*** over **Uncle** and delete the **le** not typed over.  Delete the word **John** and the space after it.

Locate the word **Aunt** on line 0027 and position the cursor on the **A.** Delete this word and type **\*6\*** in its place.

Locate the word **Jane** on line 0028, type **\*2\*** over it, and delete the **e** not typed over.

Locate line 0047 and position the cursor over the **A** in **Aunt.**  Type **\*6\*** over it and delete the **t** not typed over.  Next, position the cursor over the **J** in **Jane.**  Type **\*2\*** over it and delete the **e** not typed over.

Locate line 0060 and position the cursor over the **A** in **Aunt.**  Type **\*6\*** over it and delete the **t** not typed over.  Next, position the cursor over the **J** in **Jane.**  Type **\*2\*** over it and delete the **e** not typed over.

All of your variables are now located and assigned.

Enter Command Mode and select SaveF.

If **you are only using one disk drive:** Type **DSK1.FORMLETTER** and
   press **ENTER.**

If **you are using more than one disk drive:** Type **DSK2.FORMLETTER** and
   press **ENTER.**

Enter Command Mode and select PrintF.  Print your letter with line numbers (see page 77).  The printed copy of your letter will help you in the next two parts of this exercise.

Enter Command Mode again and select the Purge option.  Purge the buffer and screen.

The Value of a Variable - Constructing a Value File

The variables you have identified with Alternate Input commands are
like sockets into which the appropriate information (values) will be
plugged when the letters are printed.  There are two ways the Text
Formatter can get the values it needs as it is printing each letter:
from a separate value file, or from what you type in response to a
screen prompt.  First we will explore the value file method.

A value file gives the value for each variable in the form of a list,
one list per letter.  These lists are called data sets.  A data set is
created for each letter you want printed from the form letter you have
set up (main text file).  When a value file is used, the maximum length
for a value is 77 columns.

The form letter you have created contains seven variables.  You will
construct a value file with three data sets that the Text Formatter
will use to print three different letters.

   - Let's Do It -

   Position the cursor at the left margin of line 0001.  Type 1 and
   space once.  Now type **Miss** and press **ENTER**.  This assigns the value
   "Miss" to variable #1 in the first letter.

   Type 2 and space once.  Now type **Susie** and press **ENTER**.  "Susie" is
   the value for variable #2 in the first letter, and will be used in
   the first letter where ever the command *2* appears.

   Type 3 and space once.  Now type **Doe** and press **ENTER**.  This is the
   first value for variable #3.

   Type 4 and space once.  Type **22 Silver Crescent, Apt.** 3 and press
   **ENTER**.  This is the first value for variable #4.

   Type 5 and space once.  Then type **Collegetown, Tx  43210** and press
   **ENTER**.  This is the first value for variable #5.

   Type 6 and space once.  Type **Cousin** and press **ENTER**.  This is the
   first value for variable #6.

   Type 7 and space once.  Press **ENTER**.  Variable #7 will not have a
   value in this letter.

   The first data set is complete.  Type an asterisk (*) and press
   **ENTER** to indicate the end of a data set.  Now you will create the
   second data set and assign values for the second letter.

   Type 1 and space once.  Press **ENTER**.  Variable #1 will not have a
   value in this second letter.

   Type 2 and space once.  Type **John and Martha** and press **ENTER**.  This
   is the second value for variable #2.

Type 3 and space once. Type **Smith** and press **ENTER**. This is the
second value for variable #3.

Type 4 and space once. Now type **402 Willow Way** and press **ENTER**.
This is the second value for variable #4.

Type 5 and space once. Then type **Pleasant View, CO  98765** and
press **ENTER**. This is the second value for variable #5.

Type 6 and space once. Press **ENTER**. Variable #6 will not have a
value in this letter since "John and Martha Smith" are not related
to you.

Type 7 and space once. Now type **and John Junior, Mary Beth, Kathy,
and Donna – and all the dogs and cats –** and press **ENTER**. This is
the second value for variable #7.

The second data set is now complete. Type an asterisk (*) and
press **ENTER**. Now you are ready to create the third data set.
Assign the following values to each of the seven variables using
the same format you used in the first two data sets – the number of
each variable, a space, and the value for that variable. Remember
to press **ENTER** at the end of each line.

For variable #1: **Mrs.**
For variable #2: **Edna**
For variable #3: **Farmer**
For variable #4: **Route 1, Box 234**
For variable #5: **Ruralville, OH  10101**
For variable #6: **Great Aunt**
For variable #7: **and Great Uncle Fred, the kids and grandkids**

Type an asterisk (*) to end this last data set, and press **ENTER**.
Your value file is now complete.

Enter Command Mode and select PrintF. Print the value file. You
can compare the data sets for each letter to the finished product.

Enter Command Mode and select SaveF. Use Delete End of Line to
delete the filename that appears below the prompt line.

**If you are only using one disk drive:** Type **DSK1.VALUEFILE** and press
    **ENTER**. This is your Mailing List name.

**If you are using more than one disk drive:** Type **DSK2.VALUEFILE** and
    press **ENTER**. This is your Mailing List name.

Enter Command Mode and select Quit. From the Quit prompt line,
select Exit to display the main menu.

**Printing With the Mail Merge Option of the Text Formatter**

The Mail Merge option is selected by typing **Y** and pressing **ENTER** in response to the Text Formatter prompt "USE MAILING LIST?".  First, you will type your value file's filename in response to the "MAILING LIST NAME:" prompt.  Then you will re-enter the Text Editor, add a Mailing List command to your form letter and print it again.

Since a value file can be identified to the Text Formatter in two ways, you have the option of using more than one value file with a particular form letter.  If you are only using one value file with a formletter, the Mailing List command is the fastest and easiest way to print.  Simply press **ENTER** in response to the "MAILING LIST NAME:" prompt and let the Text Formatter do the rest.  However, if you want to use several value files for the same form letter, print the form letter once for each value file and type the filename of that value file when the prompt "MALING LIST NAME:" appears.  It does not matter if there is a Mailing List command in the form letter because when a value file's filename is typed from the keyboard, any Mailing List commands in the letter are ignored.

- **Let's Do It -**

**If you are only using one disk drive:** Remove your user diskette and insert the Program Diskette.  Select the Text Formater.  When the red light on your disk drive goes off, remove the Program Diskette and insert your user diskette.  Type **DSK1.FORMLETTER** for your input filename and press **ENTER.**

**If you are using more than one disk drive:** Select the Text Formatter.  Type **DSK2.FORMLETTER** for your input filename and press **ENTER.**

Type your printer devicename and press **ENTER.**

Type **Y** for Yes and press **ENTER** to select the Mail Merge option from the "USE MAILING LIST?" prompt.  Press **ENTER** again to print all the letters (the default).  Select the type of paper you are using - single or continuous.

When the "MAILING LIST NAME:" prompt appears:

**If you are only using one disk drive,** type **DSK1.VALUEFILE** and press **ENTER.**

**If you are using more than one disk drive,** type **DSK2.VALUEFILE** and press **ENTER.**

Printing begins.  Compare the copy of your value file to each letter and see how each data set was incorporated.

**If you are only using one disk drive:** When printing is complete, remove your user diskette and insert your Program Diskette. Select the Text Editor. When the the red light on the disk drive goes off, remove the Program Diskette and insert your user diskette. Select the LoadF command and type **DSK1.FORMLETTER.** Press **ENTER.**

**If you are using more than one disk drive:** Select the Text Editor. Select LoadF. Type **DSK2.FORMLETTER** and press **ENTER.**

Position the cursor on line 0009.

**If you are only using one disk drive:** Type **.ML DSK1.VALUEFILE** and press New Paragraph.

**If you are using more than one disk drive:** Type **.ML DSK2.VALUEFILE** and press New Paragraph.

Enter Command Mode and select SaveF. When the SaveF prompt line appears, press **ENTER** to retain the displayed filename.

Enter Command Mode again and select Quit. Select Exit from the Quit prompt line to display the main menu.

**If you are only using one disk drive:** Remove your user diskette and insert the Program Diskette. Select the Text Formatter. When the red light on your disk drive goes off, remove the Program Diskette and insert your user diskette. For your input filename type **DSK1.FORMLETTER** and press **ENTER.**

**If you are using more than one disk drive:** Select the Text Formatter. Type **DSK2.FORMLETTER** for your input filename and press **ENTER.**

Type your print devicename and press **ENTER.**

Select the Mail Merge option by typing **Y** for Yes and pressing **ENTER** for the prompt "USE MAILING LIST?".

For the prompt "WHICH LETTERS?" type **1,3** and press **ENTER.** Letters will be printed for the first and third data sets only. Select the type of paper you are using - continuous or single sheet.

When the "MAILING LIST NAME:" prompt appears, simply press **ENTER.** The Mailing List command you inserted in your letter will instruct the Text Formatter where to find the value file it is to use.

Printing begins. Only letters for the first and third data sets are printed (two letters).

## The Define Prompt Command - It's Your Cue

As mentioned earlier, another way to assign values to variables is from the keyboard in response to a screen prompt. The Text Formatter cues you for each variable with the prompt "ENTER DATA FOR VARIABLE *n* :". The number of the variable for which you are being prompted replaces the "n" in the prompt. However, if you have more than a few variables, you might lose track of which variable is which. That's where the Define Prompt command comes in. With this command you can define a prompt for each variable to remind you what information is required. The maximum length for this "customized" prompt is 28 columns. Define Prompt commands are inserted in place of a Mail List command, and you answer No to the "USE MAILING LIST?" prompt when you print through the Text Formatter.

When you use a value file, letters are printed until there are no more data sets in the file, or until the specified letters have been printed. But what controls the number of letters you print when you use Define Prompt commands? The "NUMBER OF COPIES?" prompt. If you specify six copies for this prompt, six letters are printed, and you are cued by your Define Prompt commands for the value of each variable in each letter.

**Note:** The maximum length of a value cued by a Define Prompt command is 28 columns.

### - Let's Do It -

**If you are only using one disk drive:** Remove your user diskette and insert the Program Diskette. Select the Text Editor. When the red light on your disk drive goes off, remove the Program Diskette and insert your user diskette. Select LoadF. Type **DSK1.FORMLETTER** and press **ENTER.**

**If you are using more than one disk drive:** Select the Text Editor. When the option has been loaded, select LoadF. Type **DSK2.FORMLETTER** and press **ENTER.**

Locate the Mail List command on line 0009. Delete it with Delete End of Line.

Type **.DP 1:(Mr., Mrs., Miss, or Ms.)** and press New Paragraph. This is the prompt that cues variable #1.

Type **.DP 2:Recipient's first name** and press New Paragraph. This is the prompt that cues variable #2.

Type **.DP 3:Recipient's last name** and press New Paragraph. This is the prompt that cues variable #3.

Type **.DP 4:Recipient's street address** and press New Paragraph. This is the prompt that cues variable #4.

Type **.DP 5:Recipient's city, state, zip** and press New Paragraph.
This is the prompt that cues variable #5.

Type **.DP 6:(Aunt, Uncle, Cousin, etc.)** and press New Paragraph.
This is the prompt to cue variable #6.

Type **.DP 7:and (family members' names)** and press New Paragraph.
Prompts have now been assigned to all seven variables.

Enter Command Mode and select SaveF.  When the SaveF prompt
appears, press **ENTER** to retain the displayed filename.

Enter Command Mode again and select Quit.  From the Quit prompt
line select Exit to display the main menu.

**If you are only using one disk drive:** Remove your user diskette and
insert the Program Diskette.  Select the Text Formatter.  When
the red light on your disk drive goes off, remove the Program
Diskette and insert your user diskette.  For your input
filename type **DSK1.FORMLETTER** and press **ENTER.**

**If you are using more than one disk drive:** Select the Text
Formatter.  For your input filename type **DSK2.FORMLETTER** and
press **ENTER.**

Enter your devicename, and press **ENTER** again to accept the default
of No for the "USE MAILING LIST?" prompt.  Press **ENTER** to accept
the default of all pages.

For the "NUMBER OF COPIES?" prompt, type 3 and press **ENTER** to print
three letters.  Select your paper type – single or continuous.
Formatting begins.

**Note:** If you do not want to enter data for a particular variable,
simply press **ENTER** when you are cued for that variable.

As you are cued for each variable from the screen, make up your own
names, addresses, and relationships.  Type the appropriate data and
press **ENTER.**  The next prompt appears.  Remember, the data you type
for each prompt cannot exceed 28 characters.  Compare the letters
printed in this way with the other letters you printed.

**Note:** If your printer can use single sheets, you can address
envelopes for your letters at the same time you are printing your
letters.  Insert a Begin Page command after the last line of your
letter.  Next insert an Indent command to indent the address to the
appropriate point on the envelope.  Then use the Copy command to
insert a copy of the lines containing the inside address of your
letter to the line after the Indent command.  Save your letter to
diskette.  When you print with the Text Formatter, select the
single sheet option.  The first letter is printed.  Insert an
envelope and roll it up to within a half inch of the appropriate
point to begin printing the address.  Press **ENTER** to print that
"page." Continue to alternate paper and envelopes in this manner
until printing is complete.

CONGRATULATIONS!

This is the end of the exercises on letter writing.  For more
information on the commands and options used in these exercises, see
pages 111 through 117 or the appropriate command in the Reference
section of this manual.


## Address Lists and TI-WRITER

TI-WRITER can be used to print mailing labels.  These stick-on labels
are available from your local office supply store.  They come in a
variety of formats - multiple column single sheets, continuous sheets
of one or more columns of labels, etc.  (Continuous 8 1/2" by 11"
sheets of single or multiple column labels are the easiest to use.)

Also available from most office supply stores are rulers that are
marked for pica and elite type to help you position your addresses
appropriately for printing.  If you do not want to buy one of these
rulers, you can make one of your own by using the Text Editor and
creating the following file:

Use the default margins, 0 and 79, of the Tabs command.
On Line 1: type **123456789 123456789 123456789**  (etc.)
On Line 2: type           1         2           **3** (etc.)
Press **ENTER** until the cursor is on line 0067.

Print with line numbers using PrintF, and position the paper so that
the top line will be printed as close as possible to the top edge of
the paper and the line numbers will be printed as close as possible to
the left edge of the paper.  This page can then be used as a
line/column ruler to determine at what line and what column on that
line an address should start in order to "hit" each label in the right
place when the labels are printed.

You can use the Text Editor in Fixed Mode to create a format page to
show where each address must be typed in order for each label to be
printed correctly, and how many labels will be printed per page.  Mark
the place for each address with an asterisks (*) to indicate where the
cursor should be positioned to start typing that address.  (The
asterisks are typed over as you type the first character of an
address.) Save your format page on diskette for future use.

When you are ready to type your address list, load your format page
into the Text Editor and enter Fixed Mode.  When you have typed in
enough addresses to fill the page, load and merge your format page file
at the end of the text buffer.  As you need more blank format pages,
load and merge your format page to the end of the buffer again.  Then
save your address list under a different filename so that your format
page remains intact for future use.

<center>**WARRANTY**</center>

## THREE—MONTH LIMITED WARRANTY/HOME COMPUTER SOFTWARE CARTRIDGE

Texas Instruments Incorporated extends this consumer warranty only to the original consumer purchaser.

### WARRANTY COVERAGE

This warranty covers the electronic and case components of the software cartridge and diskette. These components include all semiconductor chips and devices, plastics, boards, wiring, and all other hardware contained in this cartridge and diskette ("the Hardware"). This limited warranty does not extend to the programs contained in the software cartridge, the diskette, and the accompanying book materials ("the Programs").

The Hardware is warranted against malfunction due to defective materials or construction. THIS WARRANTY IS VOID IF THE HARDWARE HAS BEEN DAMAGED BY ACCIDENT, UNREASONABLE USE, NEGLECT, IMPROPER SERVICE OR OTHER CAUSES NOT ARISING OUT OF DEFECTS IN MATERIALS OR WORKMANSHIP.

### WARRANTY DURATION

The Hardware is warranted for a period of three months from the date of the original purchase by the consumer.

### WARRANTY DISCLAIMERS

ANY IMPLIED WARRANTIES ARISING OUT OF THIS SALE, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO THE ABOVE THREE—MONTH PERIOD. TEXAS INSTRUMENTS SHALL NOT BE LIABLE FOR LOSS OF USE OF THE HARDWARE OR OTHER INCIDENTAL OR CONSEQUENTIAL COSTS, EXPENSES OR DAMAGES INCURRED BY THE COMSUMER OR ANY OTHER USER.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.

### LEGAL REMEDIES

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

### PERFORMANCE BY TI UNDER WARRANTY

During the above three-month warranty period, defective Hardware will be replaced when it is returned postage prepaid to a Texas Instruments Service Facility listed below. The replacement Hardware will be warranted for three months from date of replacement. Other that the postage requirement, no charge will be made for replacement. TI strongly recommends that you insure the Hardware for value prior to mailing.

## TEXAS INSTRUMENTS CONSUMER SERVICE FACILITIES

Texas Instruments
Service Facility
P.O. Box 2500
Lubbock, Texas 79408

Geophysical services
Incorporated
41 Shelley Road
Richmond Hill
Ontario, Canada L4C5G4

Consumers in California and Oregon may contact the following
Texas Instruments offices for additional assistance or
information.

Texas Instruments
Consumer Service
831 South Douglas Street
El Segundo, California 90245
(213) 973-1803

Texas Instruments
Consumer Service
6700 Southwest 105th
Kristin Square, Suite 110
Beaverton, Oregon 97005
(503) 643-6758

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