

ACORNSOFT

*Archimedes*

# 1ST WORD PLUS

GUIDE

ACORNSOFT

*Archimedes*

# 1ST WORD PLUS

GUIDE

© Copyright GST Holdings Limited 1988 and Acorn Computers Limited 1988

Neither the whole nor any part of the information contained in, or the product described in, this guide may be adapted or reproduced in any material form except with the prior written approval of Acorn Computers Limited (Acorn Computers) other than for the sole use of the owner of the product and this guide.

All correspondence should be addressed to:

Customer Support and Services,  
Acorn Computers Limited,  
Fulbourn Road,  
Cherry Hinton,  
Cambridge CB1 4JN.

Archimedes is a trademark of Acorn Computers Limited.  
Acorn is a trademark of Acorn Computers Limited.

First published 1988  
Issue 1 1988  
Published by Acorn Computers Limited  
Part number 0481,746

INTRODUCTION	1
WELCOME TO 1ST WORD PLUS	1
<b>ABOUT THIS MANUAL</b>	<b>3</b>
CONVENTIONS	4
ESSENTIAL READING	5
<b>GETTING STARTED</b>	<b>7</b>
LOADING 1ST WORD PLUS	7
<b>1ST WORD PLUS TUTORIAL</b>	<b>11</b>
GIVING YOUR DOCUMENT A NAME	12
TYPING IN TEXT	14
CORRECTING MISTAKES	18
EDITING BLOCKS OF TEXT	21
SKILLS LEARNT SO FAR	25
HOW TO GET HELP	26
SAVING YOUR DOCUMENT	28
QUITTING 1ST WORD PLUS	28
<b>BASIC TECHNIQUES</b>	<b>29</b>
KEYBOARD	29
WORD PROCESSING MODE	33
THE STARTUP SCREEN	33
THE TEXT WINDOW	36
MANIPULATING TEXT WINDOWS	39
MOVING AROUND DOCUMENTS	42
DIFFERENT TYPES OF SPACES	45
DOCUMENT SIZE RESTRICTIONS	47
FILENAMES	49
IMPORTANT NOTE	49
OPENING A FILE	51
LOADING FILES	53
<b>DOCUMENT LAYOUT</b>	<b>55</b>
SETTING UP THE MARGINS	56
HEADERS AND FOOTERS	59



RULERS	62
MODIFYING RULERS	65
STORING RULERS	66
TABS	66
CHARACTER SPACING	68
JUSTIFICATION	69
WORD WRAP	70
LINE SPACING	70
FORMAT FILES	71
HYPHENATION	71
CENTRED TEXT	74
RIGHT-ALIGNED TEXT	74
INDENTS	74
PAGE BREAK	77
CHANGING TYPEFACE	83
<b>EDITING DOCUMENTS</b>	<b>87</b>
DELETING TEXT	87
INSERT AND OVERWRITE MODES	88
MERGING DOCUMENTS	89
EDITING BLOCKS OF TEXT	90
USING "BOOKMARKS"	93
CREATING FOOTNOTES	94
RENUMBERING FOOTNOTES	96
PRINTING FOOTNOTES	98
SEARCH AND REPLACE EDITING	104
REFORMATTING TEXT	109
PASTING IN PICTURES	110
USING THE SPELLING CHECKER	113
<b>SAVING AND PRINTING</b>	<b>125</b>
SAVING YOUR DOCUMENT	125
DELETING FILES	128
INSTALLING A PRINTER	128
PRINTING YOUR DOCUMENT	130
QUITTING 1ST WORD PLUS	135

<b>1ST WORD PLUS COMMANDS</b>	137
CALLING UP THE MENUS	137
THE FILE MENU	137
THE EDIT MENU	140
THE BLOCK MENU	142
THE LAYOUT MENU	144
THE STYLE MENU	146
THE SPELLING MENU	148
THE GRAPHICS MENU	150
<b>INTRODUCTION TO 1ST MAIL</b>	151
WHAT IS 1ST MAIL?	151
LEARNING ABOUT 1ST MAIL	153
MAKING A BACKUP COPY	153
PRINTER CONFIGURATION FILES	153
INSTALLING A PRINTER	153
RUNNING 1ST MAIL	154
1ST MAIL FILES	156
<b>1ST MAIL TUTORIAL</b>	157
RUNNING A MAIL MERGE	157
THE MERGED LETTER	160
THE MASTER DOCUMENT	162
INTRODUCING KEYWORDS	163
THE DATAFILE	164
THE COMMANDS IN THE LETTER	165
<b>USING 1ST MAIL</b>	171
COMMAND FILES	171
NESTING FILES	176
USING COMMANDS	180
COMMENT LINES	181
DATAFILES	181
REFORMATTING TEXT	186
MISCELLANEOUS TOPICS	195

1ST MAIL COMMANDS	201
MENU COMMANDS	201
TEXT FILE COMMANDS	204
APPNDIX A: CREATING ADDRESS LABELS	211
APPENDIX B: PRINTER CONFIGURATION	213
INTRODUCTION	213
STANDARD PRINTERS	213
CUSTOM PRINTER CONFIGURATION	217
EDITING CONFIGURATION FILES	219
GRAPHICS PRINTING CONFIGURATION	232
INSTALLING YOUR CUSTOM DRIVER	234
INDEX	237

## WELCOME TO 1ST WORD PLUS

You can think of a word processor like 1st Word Plus as a friendly, but very powerful, typewriter. With a conventional typewriter, your text is printed on sheets of paper as you type it. It is possible to do a certain amount of editing or amending, though of a very limited kind. Correcting fluid can be used to delete text, and you can type over the corrections, but you will not be able to insert text. Moving and copying blocks of typewritten text is also very difficult unless you happen to have a photocopier, scissors and a pot of glue handy.

With a word processor like 1st Word Plus, however, your text is displayed on the screen as you type it in. Since it is not printed immediately, you have a "breathing space" in which you can make as many corrections as you want. Moving, copying, and deleting whole sections or "blocks" of text is also extremely easy with 1st Word Plus. You need only print your text out when you are sure that it is just right, and since 1st Word Plus shows you the text exactly as it will be printed out, you can be sure of perfect results every time.

All in all, you will find that 1st Word Plus is a truly professional word processor which will answer all your writing needs. You can "cut and paste" blocks of text both within and between documents, and combine this with your own graphics. Not only that, but we've added a 40,000 word spelling checker and a mail merge facility, so that whether you use 1st Word Plus at home or in the office, it rivals systems costing three or more times the price.

1st Word Plus has been designed specially for the Acorn Archimedes, so it is very easy to learn and use, whilst still providing the power and versatility which experienced users expect. Full advantage is taken of the user-oriented desktop features such as windows, icons, and menu displays. In fact, the only time you will need to use the keyboard is when you are typing in text. Complex editing tasks such as cut and paste, changes in layout, and reformatting are all done just by using the mouse.

The mail merge program accompanying 1st Word Plus is 1st Mail. A mail merge program allows you to produce a series of documents which differ from each other only in certain details. The classic use of this kind of program is to send the same letter to a number of different people. This is done by creating a

master document with 1st Word Plus. The differing information or variable data, such as customer names and addresses, is saved separately. By merging the variable data for each customer into the master document, hence the name "mail merge", a series of personalised letters is created, although you have only needed to type in one. 1st Mail enables you to make multiple copies of letters or any document using a set of easy to understand commands.

Although the best screen performances are obtained when a colour monitor is used, it is possible to operate the 1st Word Plus program with a monochrome monitor. However, some of the finer details, such as the difference between light and normal text, may then be less easy to see on the screen. They will, nevertheless, appear correctly on the page.



The following outline summarises the contents of the *1st Word Plus user guide*:

**INTRODUCTION** explains what 1st Word Plus does.

**ABOUT THIS MANUAL** summarises the contents of the *1st Word Plus user guide* and explains the conventions used throughout.

**GETTING STARTED** explains how to run the program on your Archimedes.

**1ST WORD PLUS TUTORIAL** takes you step by step through a tutorial session using the basic 1st Word Plus features. Beginners to word processing should follow this tutorial carefully before attempting the more advanced features discussed in later chapters. If you already have experience of other word-processings, you can go straight to the next chapter.

**BASIC TECHNIQUES** familiarises you with the keyboard and the screen.

**DOCUMENT LAYOUT** tells you how to create and type in text, then use the formatting and style options to control layout and appearance.

**EDITING DOCUMENTS** tells you how to edit your documents, check them for spelling, and paste pictures into them.

**SAVING AND PRINTING** explains how to save your documents to disc and how to print them out.

**1ST WORD PLUS COMMANDS** is a reference section providing brief summaries of all the menu commands used in 1st Word Plus.

**INTRODUCTION TO 1ST MAIL** tells you how to run 1st Mail on your Archimedes.

**1ST MAIL TUTORIAL** takes you step by step through an introductory 1st Mail session.

**USING 1ST MAIL** provides detailed information on the production of formatted documents using command files and datafiles.

1ST MAIL COMMANDS is a reference section providing brief summaries of all the commands used in 1st Mail.

APPENDIX A contains instructions for printing address labels using 1st Mail.

APPENDIX B provides information on creating your own printer driver. 1st Word Plus is supplied with a range of drivers for the most popular printers. However, in case you have a printer which is not yet fully supported by 1st Word Plus, turn to this appendix.

## CONVENTIONS

Keys which you press are represented by boxed text:

Delete

Sometimes you will need to hold down one key, eg **Ctrl**, while pressing another one, eg **←**.

This method of combining key presses is symbolised **Ctrl** **←**.

The three buttons on the mouse are referred to by their conventional Archimedes names, these being, from left to right, **select**, **menu** and **adjust**. In this manual, to 'select' means to position the mouse pointer over the item referred to and then press **select**.

Note, however, that in 1st Word Plus there is no difference in function between the **select** and **adjust** buttons.

The centre or **menu** button is used to call up the menus.

The title of a specific screen, menu or box appears in bold as follows:

**File**

A menu entry followed by '...' indicates that a dialogue box will appear, for example:

Open file...

Text that you enter and text that appears on the screen is shown as follows:

This text appears on screen

## ESSENTIAL READING

Before attempting to use 1st Word Plus, it is essential that you are familiar with the workings of the Archimedes, its desktop and its directory-based filing system. These are described in detail in your Archimedes *Welcome guide* and *User guide*.



## LOADING 1ST WORD PLUS

Before you do anything else with 1st Word Plus, you should make copies and keep the originals in a safe place. To make backup copies, follow the instructions in the *Release note* or see your Archimedes *Welcome guide* and *User guide* for details. Use the copies as your working discs.

If your Archimedes has a hard disc, you should install the software on your hard disc. 1st Word Plus includes a utility to enable you to do this – details are given in the *Release note* accompanying the program discs.

There are three ways to load the 1st Word Plus program onto your computer, either:

- from the desktop, or
- directly from the operating system, or
- using **Shift** **Break**.

The actual method used will depend on the configuration of your system, ie how the computer was set up, and your personal preferences.

The 1st Mail, dictionary merge and printer install programs (1stMail, 1stDMerge and 1stInstall) also on the discs supplied, are loaded from the desktop or from the operating system in the same way as the 1st Word Plus program.

When you first receive the program disc, 1st Word Plus will be stored on it in the directory called `library` and will have the name `1stWord+`. If you have not changed this structure and the program is to be loaded from floppy disc, load 1st Word Plus as stated below.

### Loading from the desktop

To load from the desktop:

- 1 Put the program disc into the disc drive.



- 2 Move the mouse pointer to the floppy disc icon and press select.
- 3 Move the mouse pointer to the folder called library and double-click select to open it.
- 4 Move the mouse pointer over the program icon labelled 1stWord+ and again double-click select.

The desktop will clear itself, and after a short while, the 1st Word Plus startup screen will appear (shown below).

#### Loading from the operating system

To run the program from a floppy disc, using the operating system, first ensure that the program disc is in the disc drive, then when the '\*' prompt is visible, type the following command:

```
* QUIT  
1stWord+
```

When the program is run directly from the operating system, you can also select the document you wish to work on, so that it is loaded automatically after the word processing program. To do this, add the document name to the word processing program instruction line above separated from it by a space, so that you type for example:

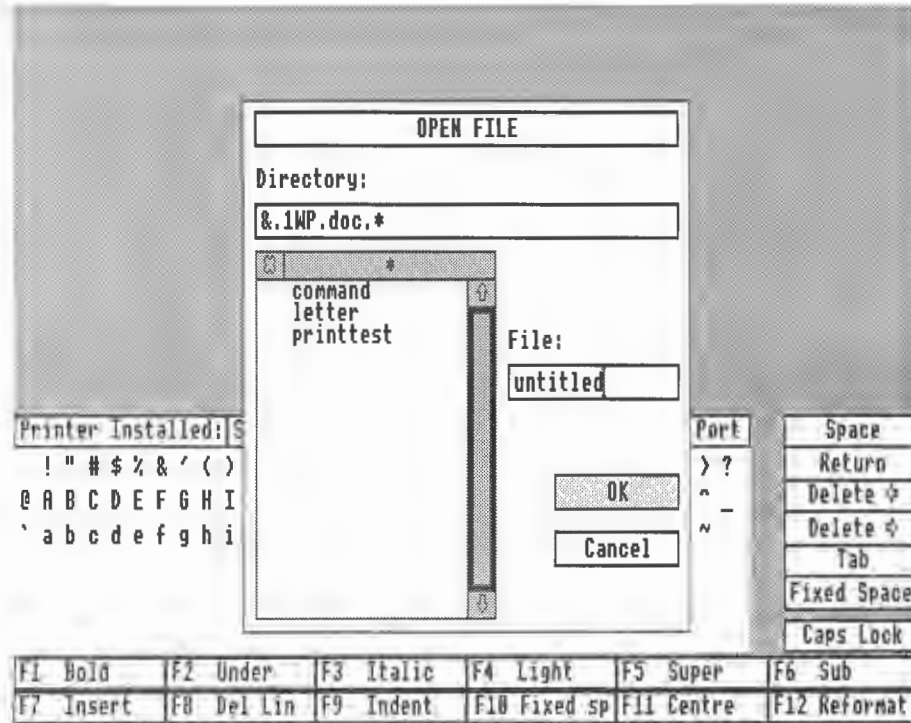
```
1stWord+ doc.joyce
```

Loading with  Shift  Break

First ensure that the program disc is in the disc drive and then press:

Shift  Break

After a short while the 1st Word Plus startup screen will appear:

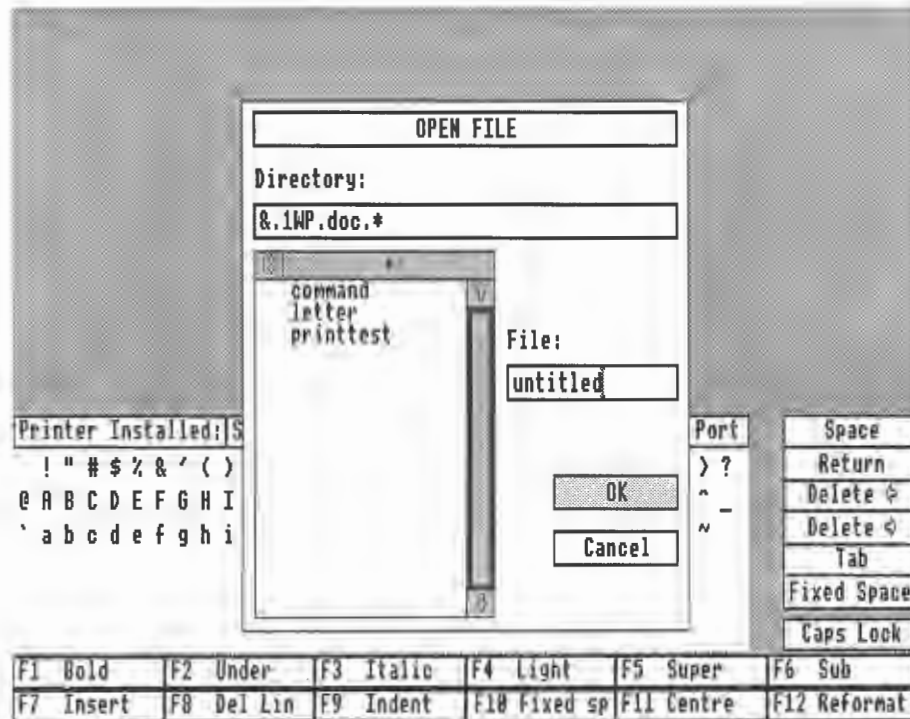


1st Word Plus usually runs in Mode 12, and this mode will be selected automatically when the program is loaded. However, when using a multiple scan-rate monitor, it is possible to increase the amount of text on the screen by running in Mode 20. To do this, you must select Mode 20 before loading the program. (See your Archimedes *User guide* for instructions on how to change mode.)



If you are an absolute beginner to word processing, this chapter is designed to introduce you to using 1st Word Plus on the Archimedes computer. It will take you step by step through the fundamentals of using a mouse-driven word processor, from loading in the program to saving documents on disc. By typing in a sample document, you will be able to see for yourself how powerful 1st Word Plus is, while still being easy to use.

You must first load 1st Word Plus, as described in the last chapter, *Getting started*. This is the startup screen:



## GIVING YOUR DOCUMENT A NAME

You will first have to open a document file with its own filename to store the text in. Do this by entering the name of the file you want to open in the **OPEN FILE** dialogue box in the centre of the screen, (if you removed it by selecting the **Cancel** box you can call it up again by pressing **menu**, moving the mouse pointer across the arrowhead to the right of the **File** option, then selecting the **Open file...** entry on the second level menu.)

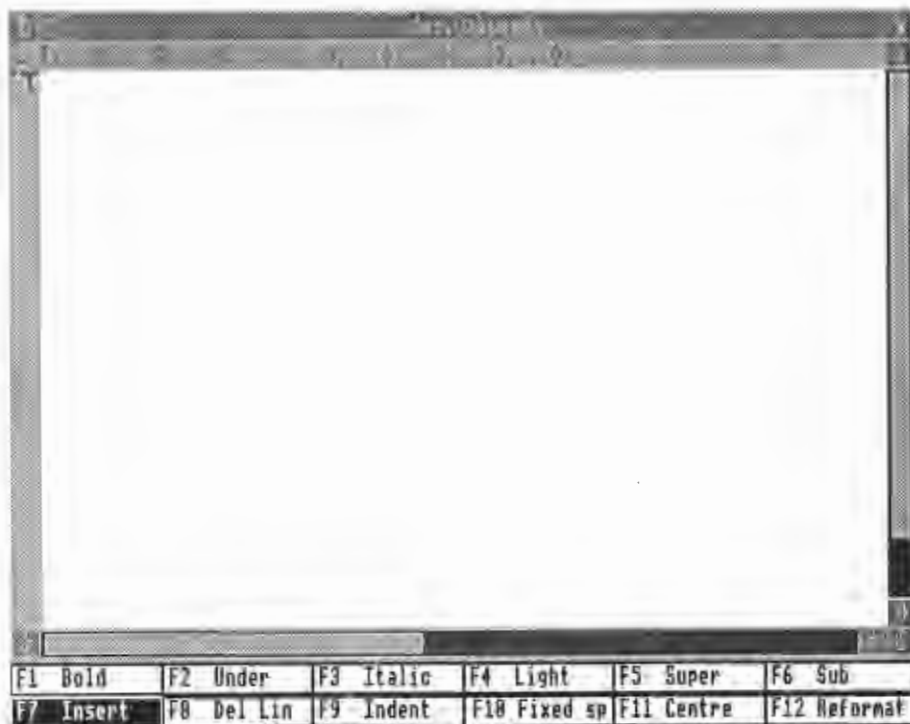
When you first load 1st Word Plus, the dialogue box will have the directory name & .1wp.doc.\* in the **Directory:** box and the filename **untitled** in the **File:** box (see your *Archimedes Welcome guide* and *User guide* for details about files and directories). The insertion cursor will be in the **File:** box.

First clear the **File:** box by pressing **[Esc]**, then type in the filename **Oakwoods** which is the name of the sample document you are going to type. Use the left and right cursor keys **[←]** **[→]** to move the cursor around and the **[Delete]** or **[Copy]** keys to erase any mistakes you make in entering the name. **[Copy]** will delete the character to the right of the cursor and **[Delete]** will delete the character to the left.

Check that you have typed in the filename correctly, then move the mouse pointer to the **OK** box and press **select**. The startup screen will disappear, and will be replaced by a text window with a dialogue box in it asking you if you want to create a new file. Move the mouse pointer to the **OK** box and press **select**. The dialogue box will disappear and be replaced by the text window.



### The text window



Every document that you work on with 1st Word Plus will appear in a text window like this. Since you have just created a new document, the text window is empty. At the top of the window, the title line displays the name of the document. Directly below this is the ruler line showing the current tab stops and the positions of the left and right margins.

The following extract is the text you are going to type in. As you can see, it has several different styles of typeface, centered headings and numbered and indented paragraphs. These are all things which are easy to do in 1st Word Plus.

## BRITISH WOODLANDS

### 1.0 Oakwoods

There are two types of oakwood in Britain, damp oakwoods and dry oakwoods. The typical damp oakwood tree is the Pedunculate Oak with its stalked acorns and peculiar shaped leaves. The typical tree of the dry oakwoods is the Durmast or Sessile Oak in which the flowers and consequently the acorns have no stalks and the leaves have star-like hairs on their undersurfaces.

### **Bold type, capitals, centred text**

The first piece of text to be typed is the title of the extract. This is to appear in capital letters in emphasised or bold type and is centred on the page. You change from normal to bold (or italic, or underlined) type by pressing a function key. The function keys are **F1** to **F12** on your keyboard. They are also represented at the bottom of the screen identified by their function (**F1 Bold** etc). You make them work either by using the mouse to point to the key you want and clicking **select**, or by pressing the key directly. The key is "on" when it is shown on the screen in black with white text. You turn it "off" again (ie revert to ordinary text) by clicking on it (or pressing the key) again. So, to type the title in bold text, centered, follow these steps:

- 1 To turn bold type on, press **F1** on the keyboard, or use the mouse to select the **Bold** function key. The **F1** icon at the bottom of the screen should now be in reverse video (white text on a black key).

F1 Bold	F2 Under	F3 Italic	F4 Light	F5 Super	F6 Sub
F7 Insert	F8 Del Lin	F9 Indent	F10 Fixed sp	F11 Centre	F12 Reformat

- 2 To turn on capital letters, press **Caps Lock** on the keyboard.
- 3 Type the following text:  
  
**BRITISH WOODLANDS**
- 4 To centre the heading, press **F11** or use the mouse to select **Centre**.
- 5 To move two lines down the page, press **↓** twice.
- 6 To turn off the capitals, press **Caps Lock** again.
- 7 To turn off bold, press **F1** or use the mouse to select **Bold** again.

#### Underlined text and tabs

Now for the numbered sub-heading, which introduces the use of tabs and underlining. To produce this follow these steps:

- 1 Type:

1.0

then press:

**Tab**

When you press **Tab** the cursor will move along the line until it is level with the next tab stop (marked by a diamond) on the ruler at the top of the window.

(Typists should also note that the numeric keys '1' and '0' should not be used interchangeably with the alphabetic keys 'l' and Shift 'O' as they sometimes are on a typewriter.)

- 2 To turn underlining on, press **F2** or use the mouse to select **Under(line)**.
- 3 Using **Shift** when a capital letter is required, type the following text:  
Oakwoods
- 4 To move two lines down the page, press **↓** twice.
- 5 To turn off underlining, press **F2** or select **Under** again.

Note: Press **Shift** and a character key together to type capital letters (P, C etc.), or one of the upper or 'shifted' characters (!, " etc.). If you have used a typewriter, you will notice that the Archimedes' keyboard has a **Caps Lock** instead of the typewriter shift lock. The **Caps Lock** only shifts the letter or alphabetic characters.

### Typing ordinary text

Now for the easy bit. Type in the following text from the passage as you would on a typewriter, but without pressing **↓** at the end of the lines. You will notice that the cursor automatically goes to the next line for you. This feature, called word wrap, saves you having to press **↓** at the end of each line. Only use **↓** at the end of a line which is to stand on its own (such as a title), or to insert blank lines (eg between paragraphs).

There are two types of oakwood in Britain, damp oakwoods and dry oakwoods. The typical damp oakwood tree is the

Notice the difference in colour between the bold type in the main heading and the normal type of the rest of the text.

### Italic underlined type

The next words will be underlined and in italics, so follow these steps:

- 1 To leave a space before the next word, press the Space Bar.
- 2 To turn underlining on, press or select **[F2]**.
- 3 To turn italic on as well, press or select **[F3]**.
- 4 Type:  
  
*Pedunculate Oak*
- 5 To turn underlining off, press or select **[F2]** again.
- 6 To turn italic off, press or select **[F3]** again.
- 7 To leave a space before the next word, press the Space Bar.

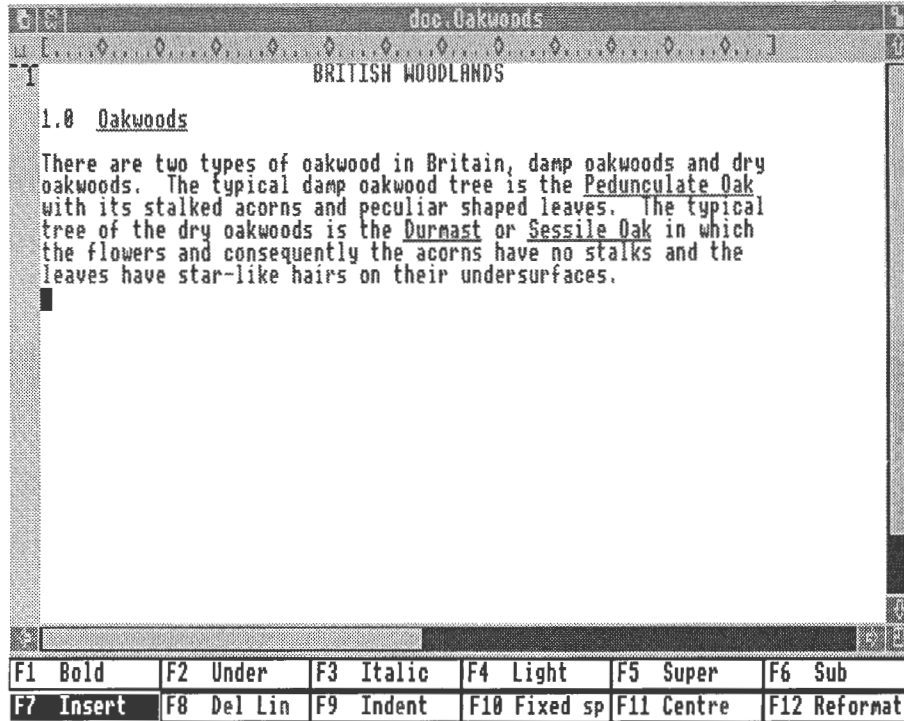
Continue by typing in the rest of the passage as shown below, putting in the italics in the same way.

with its stalked acorns and peculiar shaped leaves. The typical tree of the dry oakwoods is the *Durmast* or *Sessile Oak* in which the flowers and consequently the acorns have no stalks and the leaves have star-like hairs on their undersurfaces.

To end the paragraph you have just typed in, press **[↵]** once.



When you have finished typing in this paragraph, your screenful of text should look like this:













## CORRECTING MISTAKES

Once you have typed in this piece of text, you may want to edit it to correct any typing mistakes you may have made. In order to do this, you will need to move the cursor, the flashing block which indicates the point at which some text is added or altered, to the right place.

### Moving the cursor



Move the cursor by using the mouse to point to where you want it, then press select. This is the quickest way, but you can also use the keyboard:

- To move the cursor up or down one line, press  or .
- To move the cursor left or right one character, press  or .
- To move the cursor left or right one word, press   or .
- To move the cursor to the beginning or end of a line, press   or .

Try moving the cursor from the top of the text to the bottom firstly by using the mouse, then by using the cursor keys. Once you have mastered the technique of using the mouse, you will probably find it much faster and easier than using the keyboard.

### Altering text

When you have moved the cursor to the correct position, you will be able to alter your text by deleting mistakes and inserting new text. You can delete single characters as follows:

- To delete a character to the left of the cursor, press Back Space or .
- To delete a character under the cursor, press .

Once you have deleted a mistake, type in any new text that is required. Notice how new text is inserted before the cursor, and any existing text shuffles rightwards to make room for it.

### Tidying up paragraphs

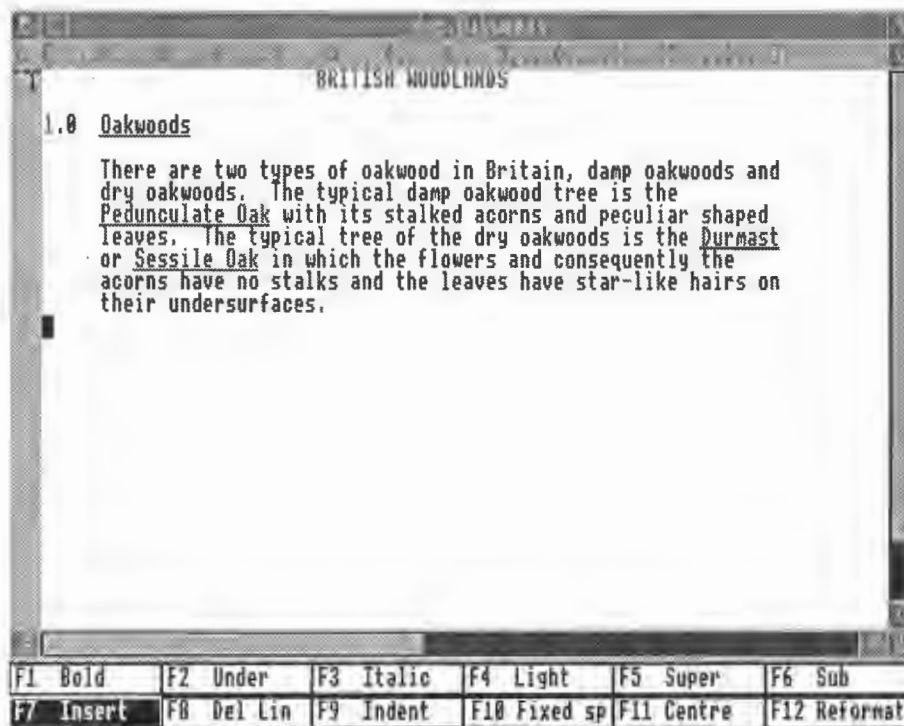
After you delete or insert text, the lines in a paragraph may be of uneven lengths and look rather untidy. In order to tidy up an edited paragraph, you will need to reformat it:

- 1 Position the cursor on the first letter of the main paragraph (the 'T' of There).
- 2 To reformat the whole paragraph, press **[F12]** or select its icon with the mouse. (If this causes the **Hyphenation** dialogue box to appear, select **Disable** on it to turn hyphenation off for the present document.)

### Indenting paragraphs

It will look even more professional to indent the main text of the paragraph you have just typed in so that it appears in the same column as the text of the subtitle. To indent a whole paragraph, follow these steps:

- 1 Position the cursor on the first letter of the main paragraph (the 'T' of There).
- 2 To indent the first line of the paragraph as far as the first tab stop, press **[F9]** or select its icon with the mouse.
- 3 Reformat the paragraph as described above.



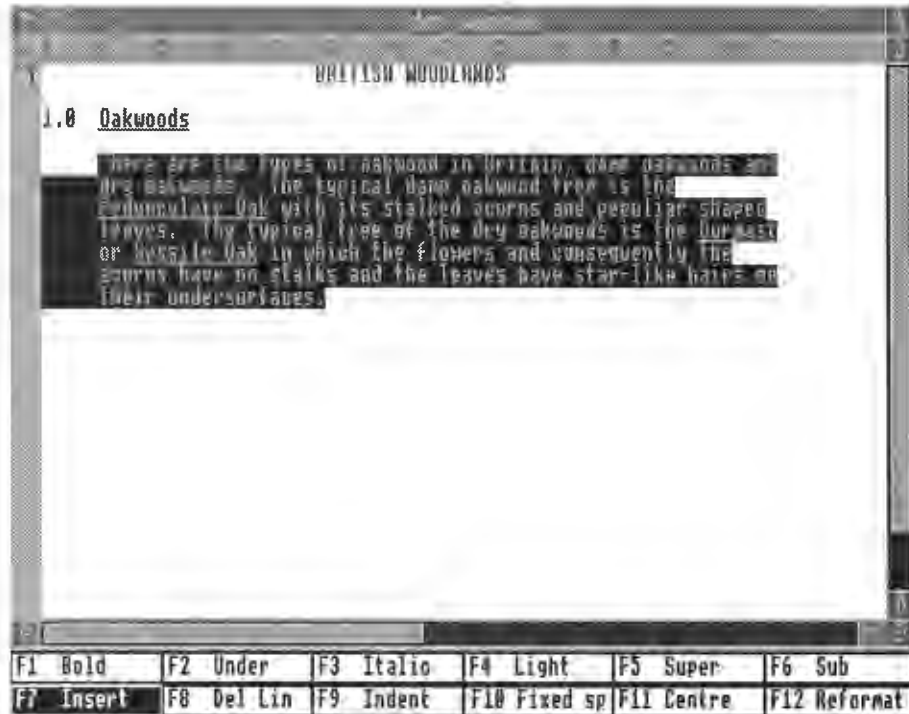
## EDITING BLOCKS OF TEXT

1st Word Plus also allows you to do various things to whole blocks or portions of text, such as moving them, copying them, deleting them, and changing their style into bold, underlined, etc. Try these techniques out on the sample document that you have just created.

## How to mark a block

Let's mark the paragraph as a block of text. First, position the mouse pointer over the first character of the block, ie the 'T' of There, press select and hold it down, then, when the pointer hand appears, drag across all the text to the end of the block. Release the select button.

You will notice that the block is now highlighted with a different coloured background.



(To remove highlighting, press and hold down select.)

### Moving your block

You can move your block to another area, such as beneath its present position. To do this:

- 1 Position the cursor where you want to move the block to – in this case the line below the end of the paragraph.
- 2 Press **menu** and then select **Move block** in the **Block** menu. (Note that holding down **select** removes highlighting from a block, so make sure you press and release **select** only briefly when you move the cursor.)

The block of text you highlighted will be moved from where it was to the new cursor position.

You can also move the block to the new position by pressing **Ctrl** **F10** after marking the block and positioning the cursor.

Now try moving the marked block back to the beginning of the passage.

### Copying your block

You can also copy or duplicate your block of text, which is a two-stage operation:

- 1 Marking the block and copying it to the "clipboard", or storage area in the machine.
- 2 Pasting a copy back into the text.

First, highlight the block (see above) and then select **Copy block** in the **Block** menu. A dialogue box will appear, confirming that you have now stored the block on the clipboard. If something else was already stored on the clipboard, you will be asked if you wish to overwrite it. Move the mouse pointer to the appropriate box on the dialogue box and press **select**. You will notice that the

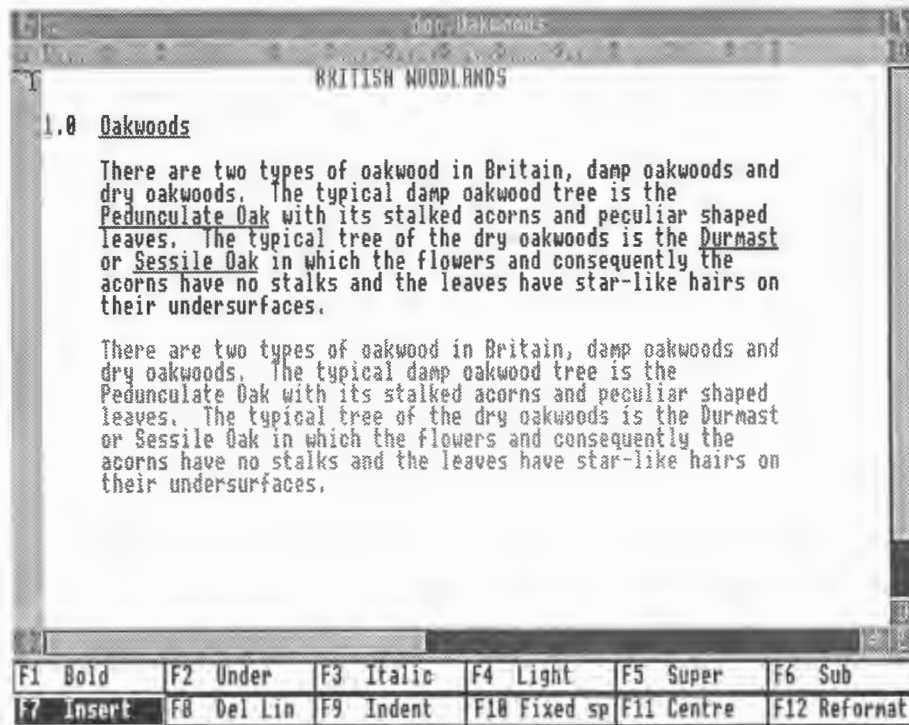
original text on screen does not move but remains exactly as it was within your document.

The second stage is to paste the copy of the passage back in from the clipboard. Position the cursor where you wish the text to be placed, for example to the end of the passage, then select **Paste block** in the **Block** menu. You can paste as many copies of the block as you like into the text - the clipboard will retain a copy until it is replaced by something else you copy.

Now try making some style changes to the copy, leaving the original block as it is.

#### Changing the style of a block of text

- 1 Mark the paragraph as a block in the way described above (*How to mark a block*).
- 2 Select a character style or combination of styles using the function keys, the key icons, or the **Style** menu. In the illustration below, **Light (F4)** text has been chosen.
- 3 Call up the **Style** menu with the mouse, and confirm that the option(s) you have chosen have a tick beside them denoting that they are currently selected.
- 4 Remove the block marking by calling up the **Block** menu and selecting **Hide block**. A quicker way is to hold down select.



### Deleting your block

Mark your restyled block once again, then select **Cut block** in the **Block** menu to make it disappear and to restore the example document to its original condition.

## SKILLS LEARNT SO FAR

This chapter has taught you several different skills. You have learnt how to type in text, change type styles, make corrections, position text and make alterations to whole blocks of text at once. These are the basic features of 1st Word Plus. You



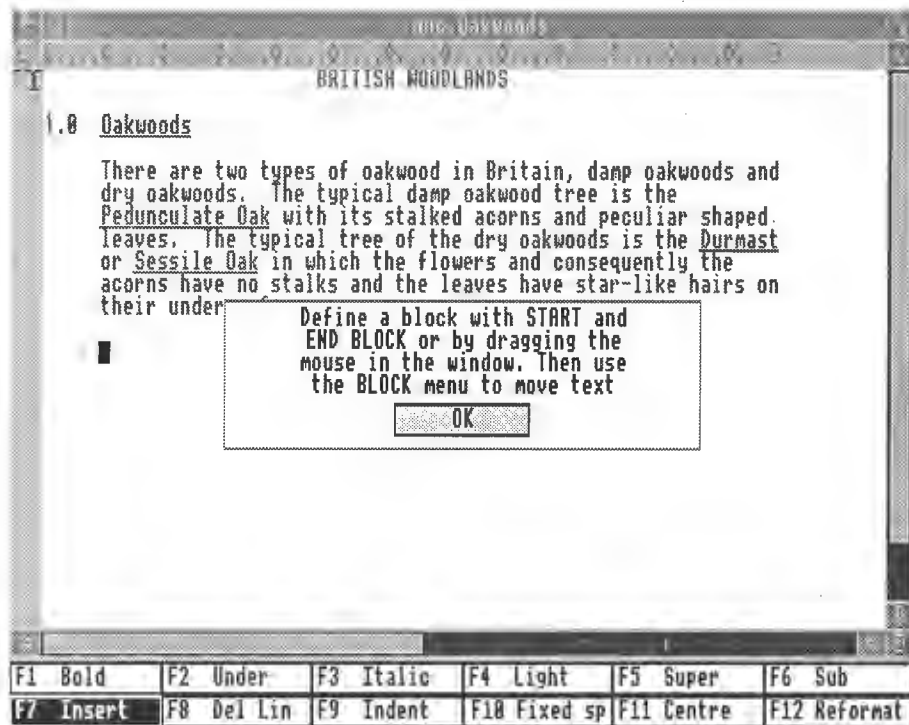
are now ready to use it to produce your own documents. Further information on the more advanced features of 1st Word Plus follows in the next few chapters.


## HOW TO GET HELP

1st Word Plus will provide instant help information at any time if you press menu to call up the menus, then move the mouse pointer down to the Help menu and across the arrowhead to its right. The names of the various help topics will appear on the screen. Move the mouse pointer to any one of them and press one of the mouse buttons to display information relating to that topic.

If you have just loaded the program and a dialogue box is present on the screen, you will need to remove it by positioning the mouse pointer over the Cancel box and pressing select before you can gain access to the help menus as described above.

Once you have read the message, get rid of it by moving the mouse pointer to the OK box and pressing one of the mouse buttons, or by pressing .



Note: Pressing  always has the same effect as moving the mouse pointer to a box with a yellow background and pressing select. Note that in monochrome you may not be able to distinguish the different background colours.

If you select Extra help, 1st Word Plus will automatically display a help message every time you select a menu item. By using Extra help, you can be confident that no menu item will be carried out until you have confirmed it by clicking on OK. Turn Extra help off by selecting it a second time.

## SAVING YOUR DOCUMENT

To save your document to disc, so that you can look at it and practise editing it another time, select **Save file** in the **File** menu. 1st Word Plus will then save your Oakwoods file to disc, close the text window, and return you to the startup screen. Select **Open file...** in the **File** menu to display the **OPEN FILE** dialogue box you saw when you first entered 1st Word Plus.

## QUITTING 1ST WORD PLUS

To exit from 1st Word Plus click on **Quit...** in the **File** menu. You are taken back to the operating system prompt. If your micro computer is set up to start with the Desktop, press **RESET** to get back there.

This chapter, and the four following chapters, are intended for two groups of users of 1st Word Plus:

- Beginners in word processing who have worked through the tutorial in the previous chapter, and
- Experienced users of other word processors who are new to 1st Word Plus.

As they aim to provide a thorough coverage of using 1st Word Plus, these chapters follow the various stages of a word processing session, from creating a document to printing it out. Consequently, some of the information contained in the previous chapter may be repeated in greater detail here.

This chapter will familiarise you with the keyboard, the screen and the filing system before you try creating a new document.

## KEYBOARD

### Function keys



The Archimedes keyboard is divided into four areas:

- The typewriter style (or QWERTY) keyboard where the keys are arranged in the same way as on a typewriter.

- The computer/keyboard control keys, which are the darker grey keys on the keyboard. These include the cursor keys which are used to move the cursor around the text window, and other keys such as ,  and  used for the editing of text.
- The function keys, which are the top row of keys above the typewriter style keys, and are used to carry out special word processing activities in 1st Word Plus such as centring text, applying type styles and deleting lines.
- The numeric keypad, which has no particular function in word processing.

### Function Key Icons

The function key icons are displayed at the bottom of the screen to show the word processing tasks carried out by the Archimedes function keys. To use a function key, either press the key itself or use the mouse to select its icon at the bottom of the screen.

Keys  to  are toggles (switches which can be either on or off) showing the current settings of the following options:

<input type="button" value="F1"/>	Bold text on/off
<input type="button" value="F2"/>	Underlined text on/off
<input type="button" value="F3"/>	Italic text on/off
<input type="button" value="F4"/>	Light text on/off
<input type="button" value="F5"/>	Superscript on/off
<input type="button" value="F6"/>	Subscript on/off
<input type="button" value="F7"/>	Insert text/overwrite text

The F1 to F7 icons are shown in reverse video (white letters on black) if they are switched on:

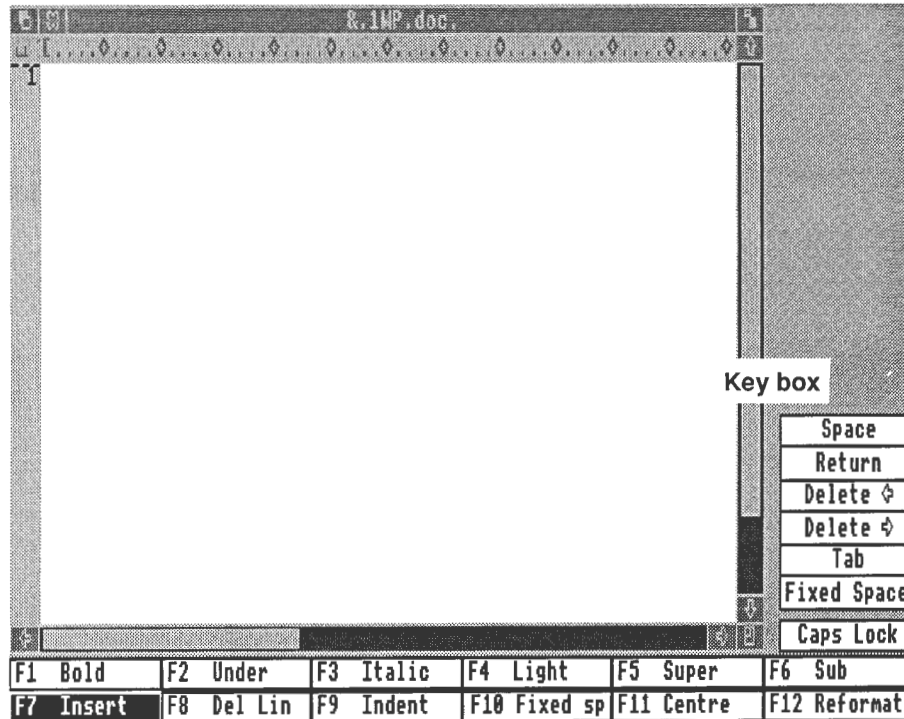
<b>F1 Bold</b>	<b>F2 Under</b>	<b>F3 Italic</b>	<b>F4 Light</b>	<b>F5 Super</b>	<b>F6 Sub</b>
<b>F7 Insert</b>	<b>F8 Del Lin</b>	<b>F9 Indent</b>	<b>F10 Fixed sp</b>	<b>F11 Centre</b>	<b>F12 Reformat</b>

Keys **F8** to **F12** are used for editing text:

- F8** Delete line containing cursor
- F9** Insert paragraph indent
- F10** Insert fixed space
- F11** Centre line containing cursor
- F12** Reformat paragraph

## Key box

The key box allows you to use all the non-character keys with the mouse, so that the only time you have to press any keys is to type in text.



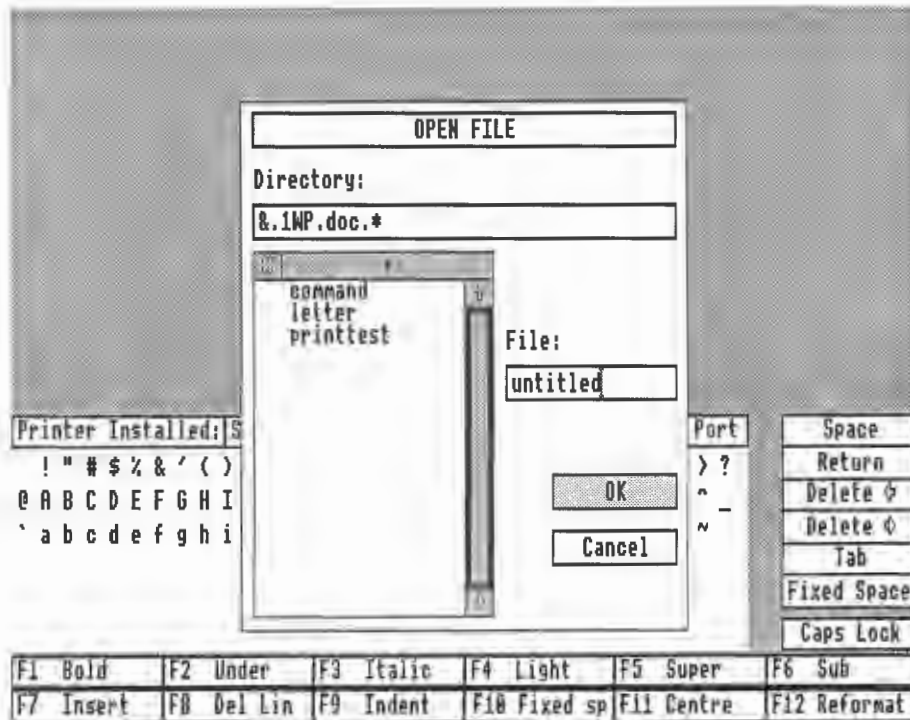
You will have to reduce the size of the text window to display the key box (select the window size icon at the bottom right hand corner of the window, and drag it in).

## WORD PROCESSING MODE

Files can be created and edited with WP (Word Processing) mode in the Edit menu switched either on (for document files) or off (for program, data, and other non-document files). See *WP mode* in the chapter on *1st Word Plus commands* for more details.

## THE STARTUP SCREEN

The startup screen is displayed when you load in 1st Word Plus:





## Font table

The Archimedes has available a 188 character set. However, not all of these characters are easily available from the keyboard. To remedy this, 1st Word Plus provides a font table which will allow easy entry of many other characters including the accented ones used in several foreign languages:

Printer Installed: Epson FX (9-pin matrix)		Parallel Port		Space	
! " # \$ % & ' ( ) * + , - . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ?				Return	
@ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ \ ] ^ _				Delete ↵	
` a b c d e f g h i j k l m n o p q r s t u v w x y z {   } ~				Delete ↵	
i ð ñ ÿ ¡ ¢ £ ¤ ¥ ¦ § ¨ ª « ¬ ® ¯ ° ± ² ³ ´ µ ¶ · ¸ ¹ º » ¼ ½ ¾				Tab	
à á â ã ä å ç è é ê ë ì í î ï ð ñ ò ó ô õ ö ø ù ú û ü ý ÿ				Fixed Space	
				Caps Lock	
F1 Bold	F2 Under	F3 Italic	F4 Light	F5 Super	F6 Sub
F7 Insert	F8 Del Lin	F9 Indent	F10 Fixed sp	F11 Centre	F12 Reformat

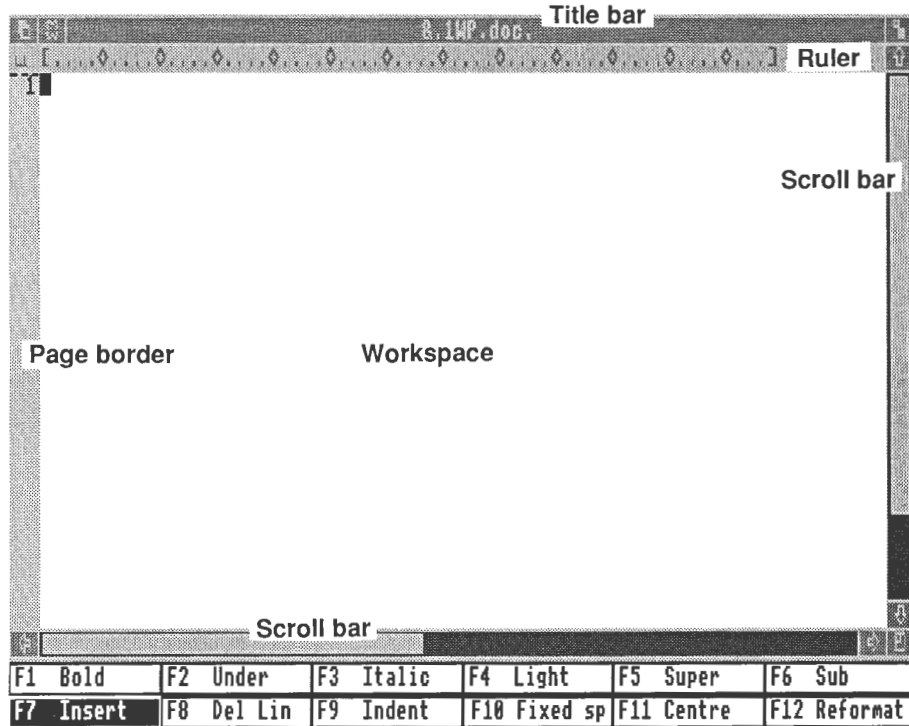
To reveal the font table, once a text window has been opened, position the mouse pointer over the window size icon at the bottom right-hand corner of the text window, press and hold down `select`, then drag upwards a couple of inches before releasing the button (see also *The window size icon* in this chapter).

To insert characters using the font table, position the mouse pointer on any character in the table (the large box in the centre of the screen) and press `select` to insert the character at the cursor position in the current text window.

The range of characters that you will be able to print depends on your printer. Once you have installed a suitable printer driver (see *Installing a printer* in the chapter *Saving and printing*), the font table will display the range of characters which you will be able to use with that printer. The printer display line at the top of the font table indicates which printer driver is currently installed, and whether your printer uses the serial (Modem) or parallel (Printer) port on the back of your Archimedes, or the network printer.

## THE TEXT WINDOW

The text window occupies most of the 1st Word Plus screen, apart from the window borders, the icons contained within them, and the function key icons at the bottom of the screen. You can open files in up to four windows at any one time, allowing you to cut and paste text between documents.



## **Title bar**

The title bar displays the document name, preceded, if there is room, by the names of one or more of the directories in which the file is contained. The maximum number of characters that can appear is 12. However, only complete names will be shown. If the full name of a directory will not fit, then that directory will not be shown at all, and neither will any of the other directory names above the missing one, even if their names are shorter.

The title bar also allows you to drag the window to a new position. (See below under *Moving windows* for details of how to do this)

On the left of the title bar are the foreground/background and the quit icons. The foreground/background icon is used to change the stacking order of the windows. Selecting this icon on a window which is currently in front of other open windows will send it to the back of them.

Selecting any part of a window which is behind other windows will bring it to the front of them and make it into the current window.

The quit icon is used to close the current text window and abandon any edits that were made since the document was last saved.

To the right of the title bar is the full screen icon. Selecting this icon will make the text window fill the entire screen. Selecting it again will return the window to its previous size, shape, position and stacking order relative to other windows on the screen.

## **The workspace**

The workspace is the area displayed below the ruler line (the ruler line is described below). This area contains the text cursor, which indicates where typing or editing will take place.

### Scroll bars

To the right of and beneath the workspace are the scroll bars, used for scrolling around the window either vertically (up and down) or horizontally (from right to left). For further details see *Moving around documents* in this chapter.

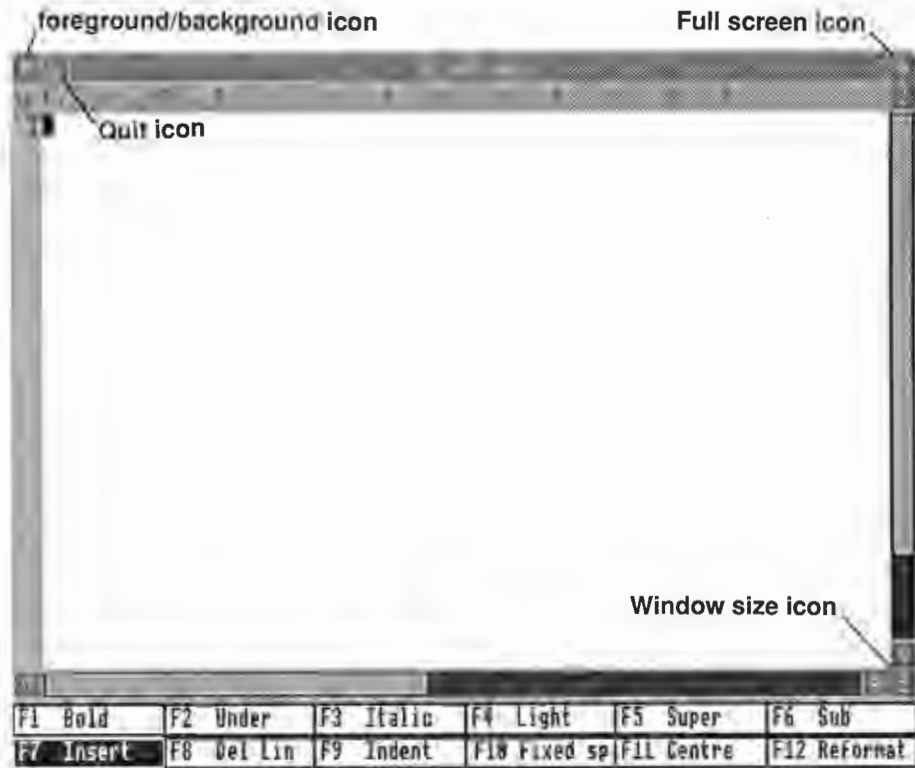
### Ruler line

The ruler line (displayed directly below the title bar) shows you the margins and tab stops for the ruler at the cursor position. 1st Word Plus allows you to add new rulers to your document, with different settings for tabs, text pitch, ruler length, etc, on each one. For further details, see *Rulers* in the chapter *Document layout*

### Page border

Page breaks (the places at which new pages will begin when the document is printed out) are displayed in the page border to the left of the workspace. For further details see *Page breaks* in the chapter *Creating a new document*.

## MANIPULATING TEXT WINDOWS



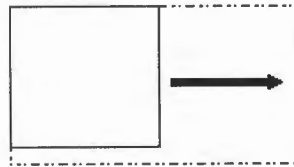
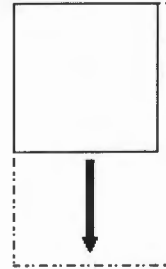
## The window Size Icon

The window size icon appears at the bottom right-hand corner of the screen and is used to change the size or shape of the text window. Sizing window is useful if you have more than one text window open (for example, if you are cutting and pasting blocks of text from one document to another). To size the text window drag the size box:

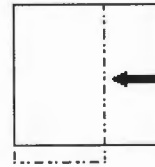
up to shorten it



down to lengthen it



right to make it wider



left to make it narrower

When the dotted outline of the window is the size you want, release the mouse button.

The full screen icon can also be used to change the window size. (See above under *Title bar* for details).

### **Moving windows**

To move the text window, move the mouse pointer to the title bar, hold down **select**, and drag the window to its new location. Be careful not to alter the ruler line by misplacing the mouse pointer when dragging the text window by the title bar.

### **Closing windows**

To close the text window and abandon edits made since the document was last saved, select the quit icon in the top left-hand corner of the title bar.

The window can also be closed by selecting **Quit...** in the **File** menu. To do this, follow these steps:

- 1 Press **menu** to call up the menus.
- 2 Move the mouse pointer across the arrowhead to the right of the **File** option and select **Quit...** when the second level menus appear.

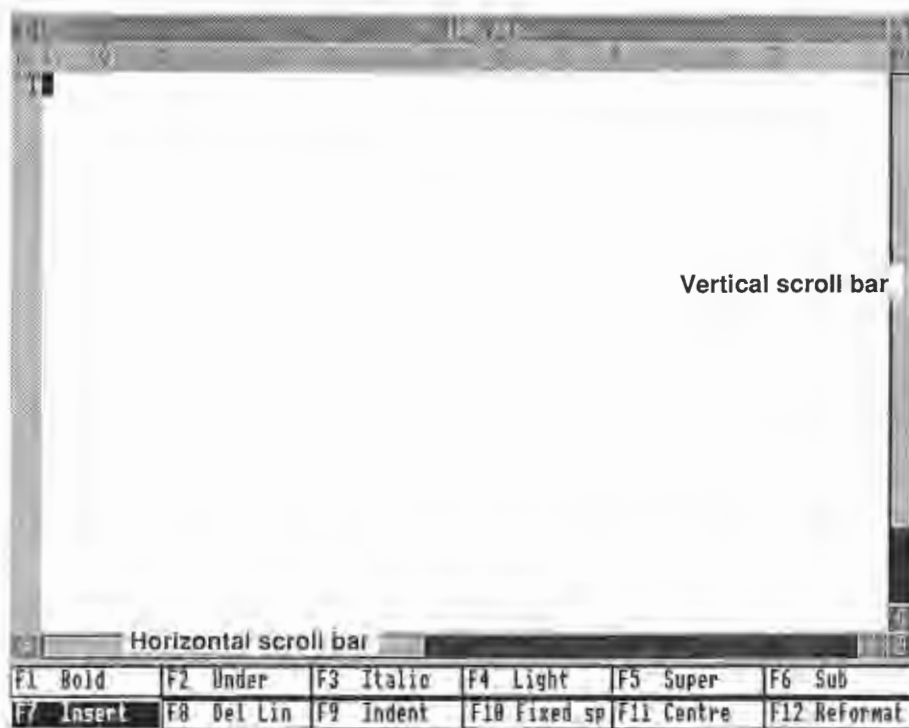
Before the file is closed a warning notice will be shown informing you that your recent edits will be abandoned if you proceed.

You can close all your open text windows together with the 1st Word Plus program by selecting **Quit all...** in the **File** menu. To do this, follow the steps given above, but select **Quit all...** in place of **Quit...** A warning notice will again be displayed.



## MOVING AROUND DOCUMENTS

If you want to look at text that extends beyond the edges of the text window, you can scroll, or move through, the contents of the window. To scroll, use the scroll bars at the right and bottom of the text window or the scroll arrows situated at either end of them.



The size of the scroll bars varies according to the proportion of your text which is visible in the window:

- The vertical scroll bar shows the position and approximate size of the text area visible on screen relative to the whole document. If you have a small document, the scroll bar will be larger than if you have a long document.
- The horizontal scroll bar shows the position of the text area (up to 73 characters wide) relative to the maximum line length of 160 characters.

### Vertical scrolling

You can scroll text up and down using the scrolling facilities to the right of the window:

- To scroll up or down one line, position the mouse pointer over the scroll up or scroll down arrow and press **select**.
- To scroll up or down one screenful of text, position the mouse pointer in the black area above or below the scroll bar and press **select**.
- To move towards the beginning of your document, drag the vertical scroll bar upwards.
- To move towards the end, drag the vertical scroll bar downwards.

**Page Up** and **Page Down** can also be used to scroll up or down one screenful at a time, and it is also possible to scroll text vertically one line at a time by attempting to move the cursor out of the visible workspace using the cursor up or cursor down keys, until the end of the document is reached.

## Horizontal scrolling

In the same way, you can scroll text in the window left and right using the horizontal scrolling facilities at the bottom of the window:

- To scroll left or right one character, position the mouse pointer over the scroll left or scroll right arrow and press **select**.
- To scroll left or right a larger distance, position the mouse pointer over the black area to the left or right of the scroll bar and press **select**.
- To move left or right, drag the horizontal scroll bar leftwards or rightwards

## Moving the cursor

Once you have moved the text window to the part of your document which you want to work in, you will need to move the cursor to the correct position. You can move the cursor either by positioning the mouse pointer and pressing **select**, or by using the keyboard:

- To move the cursor up or down one line, press **↑** or **↓**.
- To move up one screenful, press **Shift** **↑**.
- To move down one screenful, press **Shift** **↓**.
- To move the cursor left or right one character, press **←** or **→**.
- To move left one word, press **Shift** **←**.
- To move right one word, press **Shift** **→**.
- To the beginning of the line, press **Ctrl** **←** to move.
- To move to the end of the line, press **Ctrl** **→**.

### Finding your position

Select **Show position** in the **Layout** menu to display the current position of the cursor in your document, eg Page 17 Line 4 Column 58. This information is displayed on the ruler line in place of the current ruler. Select **Show position** again to turn the position display off or select **Show ruler** to redisplay the current ruler. If the current cursor position is displayed, **Show position** will have a tick by it.

When **WP mode** is not switched on, only the line and column position will be given as non-word processed documents are not divided into pages. If neither **Show position** nor **Show ruler** are switched on you will have one extra line of text visible in your workspace.

### Finding pages

To move to a given page in your document, select **Goto page...** in the **Edit** menu. When the **Goto Page** dialogue box appears, type in the page number you want and select **OK**. 1st Word Plus will move to the page you have specified and display it in the text window with the cursor on the first character.

With documents more than 99 pages long, you can move to any page number (eg page 212), although the page border will only display the last two digits (eg 12). If you specify a number greater than the size of the document, 1st Word Plus will position the cursor at the top of the last page.

## DIFFERENT TYPES OF SPACES

You may notice when moving the cursor that it will occasionally 'jump' over a space onto the next character. This is because 1st Word Plus uses four different types of space, and you can only position the cursor on three of them.

## Variable and stretch spaces

When you press the Space Bar a variable space is inserted into the text at the cursor position. 1st Word Plus may widen a variable space by adding one or more stretch spaces to it when it right justifies a line (see *Justification* in the chapter *Creating a new document*). You will be able to place the cursor on the variable space but not on the stretch spaces which 1st Word Plus may have added to it.

1st Word Plus treats the variable space and any stretch spaces which may have been added to it as a single unit. When a variable space is deleted, any stretch spaces associated with it are deleted as well.

## Fixed spaces

To insert a fixed space, either press **[F10]** or select its icon on the screen, or select **Fixed Space** in the key box. You can always place the cursor on a fixed space.

A fixed space will never have stretch spaces added to it, nor is it ever used as a potential word wrap point during right justification. Use it to link words or numbers which you do not want the program to either move further apart or split over different lines, such as:

- Names                                    'Arthur Daley'
- Telephone numbers                    '01-200 0200'
- Addresses                                '13 Grove Street'
- Postcodes                                'CB4 5JA'

Note that pressing **[Tab]** inserts fixed spaces into the text up to the next tab stop (see *Tabs* in the chapter *Creating a new document*).

### Indent spaces

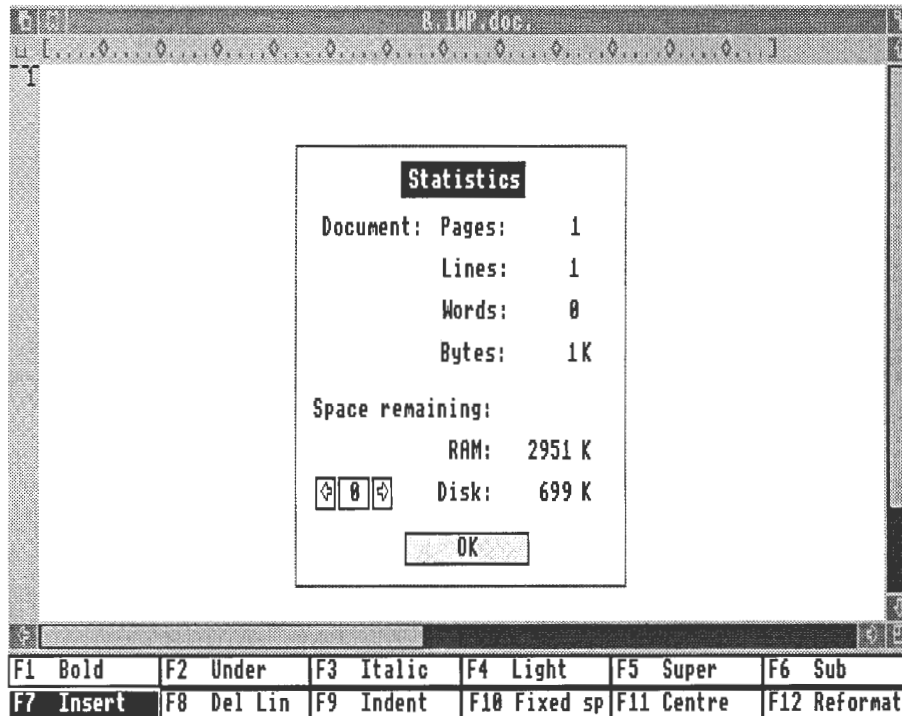
An indent is inserted into the text by using the **[F8]** key or icon. This gives a similar effect on the screen to using **[Tab]**, but actually consists of a single indent space followed by stretch spaces to the next tab stop. The cursor can only be positioned on the indent space and deleting this will delete the associated stretch spaces as well. For further details, see *Indents* in the chapter *Document layout*.

## DOCUMENT SIZE RESTRICTIONS

Although 1st Word Plus occupies quite a lot of the computer's RAM (its working memory), there is enough memory left in an Archimedes 310, for example, to work on documents of at least 150 pages, or the size of an average novel! This figure will be reduced:

- if you have the 1st Word Plus spelling dictionary loaded into memory, and
- if the 'typing density' of your text, (the number of words and/or pictures on each page) is high. The figure above is based on a typing density of around 250 words per page, or a total of 37,000 words in memory in one 1st Word Plus session.

1st Word Plus will display an Alert Message when you are running short of memory. You can check for yourself the number of pages, lines, and words in a document, as well as the amount of memory remaining, by selecting Statistics... in the Edit menu.



Use the left and right arrows to change the number showing you which disc drive is currently being displayed, your floppy disc is normally 0 and the hard disc (if you have one) is normally 4. When you have finished with the Statistics dialogue box, select OK to remove it from the window.

## FILENAMES

Documents are saved as *files* which are identified by filenames. Filenames can consist of up to ten characters. The name may be preceded by a directory path (see the Archimedes documentation for an explanation of directory paths) which consists of one or more elements separated from each other by a full stop. When a text file is opened, the name of the file will appear in the title bar at the top of the screen.



## IMPORTANT NOTE

Documents can only be saved within directories which were already in existence when you loaded 1st Word Plus. It is therefore important to ensure that all the directories you intend to use do exist and are in the correct hierarchical position before you load 1st Word Plus, otherwise you will have to give your document a different directory path before saving it.

If you wish the program to make backup copies of your files, you will also need to ensure that a directory called bak exists at the appropriate place in your directory hierarchy, before loading 1st Word Plus. This will be needed for your backup copies, when you save your files. (See your Archimedes *User guide* for details of how to create a directory and *Saving your document* in the chapter *Saving and printing* in this manual for further details about where to create bak directories.)



## Doc files

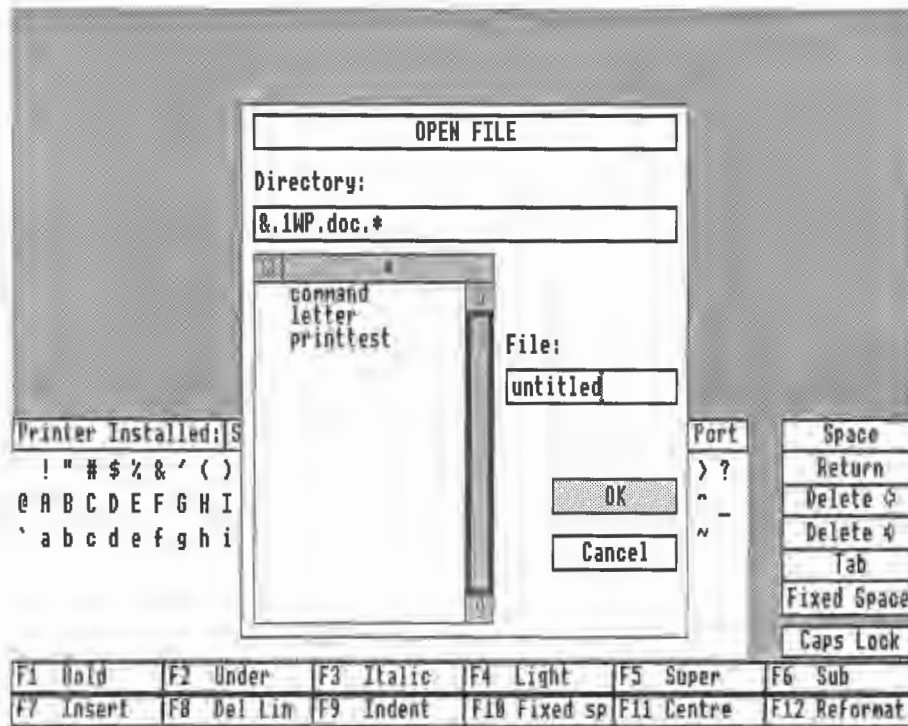
Files which are created with the directory name `doc` as the last element of their directory path are a special case. This directory is intended to be used for files containing word-processed documents. For example:



When a file is created in the `doc` directory, **WP mode** will automatically be turned on. Note, however, that the file must be created directly within the `doc` directory for this to happen. It will not occur if the file is created within another directory that is itself included within the `doc` directory.

Files in any other directory will have **WP mode** switched off when first created, although this can easily be switched on using the **Edit** menu. If the document is then saved with **WP mode** switched on, the mode will remain switched on the next time the file is loaded.

## OPENING A FILE



The **OPEN FILE** dialogue box appears in the centre of the screen when 1st Word Plus is first loaded in, and is used to select a file to be opened.

When the program is first loaded the directory name `doc` will appear in the current directory box near the top of the dialogue box, followed by a dot and an asterisk. Dots must be used to separate the directory names in the box if there are more than one. The asterisk stands for the following filename.

The filename `untitled` will appear in the File dialogue box. The names of any other files to be found in the `doc` directory will be listed in the scroll box.

If there are more files than will fit in the scroll box, those outside it can be revealed by using the vertical scroll tools to the right of the box in the same way as the window scroll bars are used, ie moving the mouse pointer over the up arrow and pressing `select` to show entries above the present listing and over the down arrow to show entries below it.

If you wish to open or create a file called `untitled` (ie, a new file), in the `doc` directory, select `OK`.

If you wish to open another file in the `doc` directory, select its name in the scroll box. The name of the selected file will then be transferred to the File dialogue box. Now select `OK`.

If the file you wish to open is not in the `doc` directory, select the quit icon in the top left-hand corner of the scroll box to obtain a listing of the contents of the next directory above the currently listed one.

If the directory is on another drive, specify the drive (`:0`, `:4` etc) in the Directory: box. See your Archimedes *User guide* for details about drive numbers.

Entries which are themselves directories will be marked by an arrowhead to their right, while files will have no arrowhead. If you now select a file from the list, its name will be transferred to the File dialogue box and if you then select `OK`, providing the file contains information legible to the 1st Word Plus program, that file will be opened by the program.

If you select a directory name, the contents of the window will then be changed to list the contents of the directory you have chosen, and you can then select either a file or another directory within that directory.

You can browse through all the directories available to you by selecting the quit icon or the names in the scroll area to change level up or down within the hierarchy.

The entries in the directory and File dialogue boxes can also be changed by moving the mouse pointer over the entries themselves and then pressing select. The insertion cursor will be placed within the box.

There are then two ways to edit the box contents, either:

- clear the box completely by pressing [Esc] before typing in new contents, or
- edit the existing text using the cursor keys, together with [Delete] and [Copy] to remove unwanted items character by character, before typing in amendments.

Note however that the correct directory path (including the drive number) must be displayed in the directory box if the file of your choice is to be found. The program will only look in the selected directory for the file, and if it is in a different directory it will not be found.

Select OK to open the file once you have the correct names in the directory and file boxes.

Double-clicking select with the mouse pointer over the correct filename in the scroll box will also open the file directly.

## LOADING FILES

To load a document file, when the File dialogue box is not on the screen, press menu to display the menus, select the File option by moving the mouse pointer across the arrow head to the right of the option. Finally select Open file... by positioning the mouse pointer over it and pressing select. The OPEN FILE dialogue box will then appear.

If the dialogue box has previously been used to select a file, the next time it appears, the entries in the directory and File dialogue boxes will be those

previously selected. They can, nevertheless, be changed in the same way as described above.

After you have selected which file you wish to open, 1st Word Plus will open a text window, read any existing text from disc into memory, and display the start of the document.

This Chapter is a reference guide to formatting your document with 1st Word Plus. It explains how to use the many layout facilities offered by 1st Word Plus, including such things as:

- How to set the left and right margins, and then line up your text in between them.
- How to make use of the rich variety of text style options available with 1st Word Plus.
- How to use rulers to vary line spacing, tabs and text pitch at different points in your documents.
- How to organize page layout (paper size, header and footer text, chapter and page numbers) to suit your particular printer.
- How to store the document layouts and rulers you use most frequently.

## SETTING UP THE MARGINS

To set the margins to be left at the top and bottom of your document when it is printed, select **Page Layout...** in the **Layout** menu to display the **Page Layout** dialogue box. Use the left arrows to *reduce* the value displayed, and the right arrows to *increase* the value.



## **Paper size**

**Paper Length** shows the total number of lines your printer paper is physically capable of holding. Alter the **Paper Length** value only when you change the size of the paper in your printer. The default value (ie, the standard, unless you change it) for this option is 66 lines.

## **TOF (top of form) margin**

This shows the number of lines between the top of each sheet of paper or form and the header line, excluding the header. The default value for this option is one line.

## **Head margin**

This shows the number of lines between the header line and the first line of text, including the header. The default value for this option is three lines. If you set this option to zero lines, the header line will not be printed out.

## **Foot margin**

This shows the number of lines between the last line of text and the footer line, including the footer. The default value for this option is three lines. If you set this option to zero lines, the footer line will not be printed out.

## **BOF (bottom of form) margin**

This shows the number of lines from the footer line to the bottom of the sheet of paper, excluding the footer. The default value for this option is one line.



### **Lines/page (page length)**

The total number of lines which will be printed on each page is then worked out by subtracting the margins from the paper length. The default value is 54 lines per page.

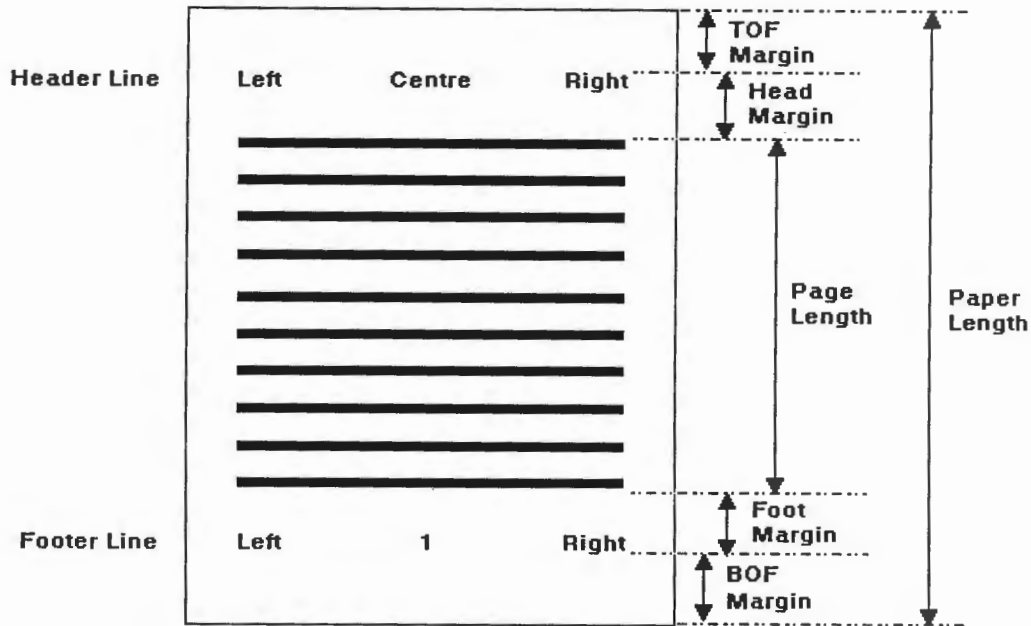
### **Left and right margins**

The left and right hand margins are set with the **Ruler**. See the next section for details on how to do this.

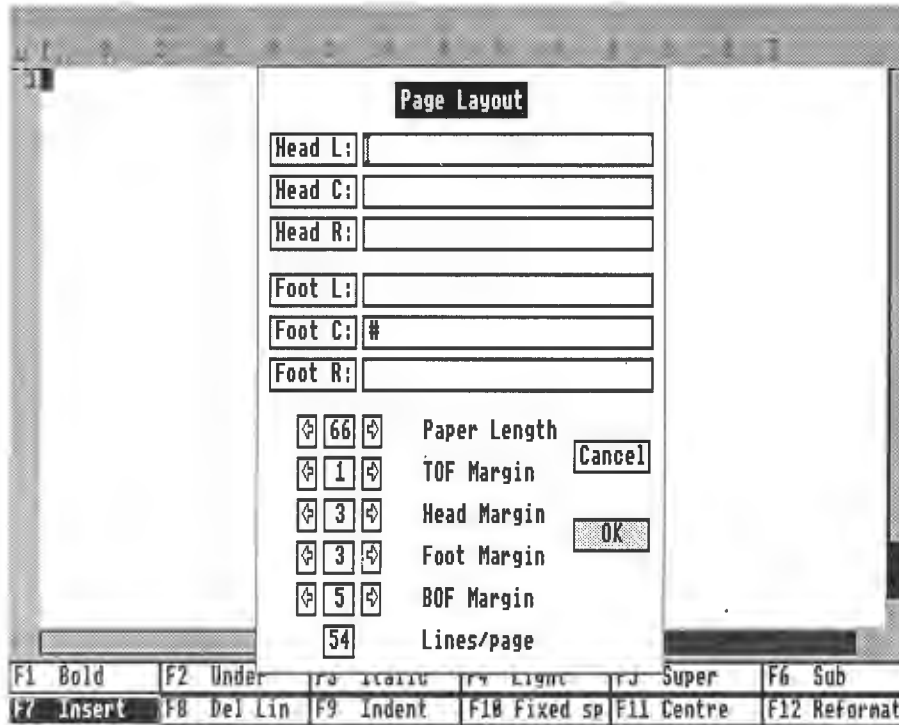
**Note:** If you have a cut-sheet feeder, your printer may restrict both the page length and the position of the first printed line. In this case, you may need to experiment a little to get the correct page layout. For example, an Epson LQ-800 printer with an A4 sheet feeder attached needs a paper length of 70 lines, a TOF margin of 1 line, and a BOF margin of 9 lines.

## HEADERS AND FOOTERS

1st Word Plus allows you to specify header and footer lines of text to be printed on each page. The following illustration shows where the header and footer lines will appear on each page in relation to (a) the paper length and (b) the total number of lines of text on each page, or the page length.



Select **Page Layout...** in the **Layout** menu to display the **Page Layout** dialogue box.



### Head Left/Head Centre/Head Right

These boxes allow you to specify what is printed in the header line on each page. Text in the header line may be centred, or aligned left or right. Enter the text you want for each part of the header. Use the mouse to move the cursor to each box in the normal way.

### Foot Left/Foot Centre/Foot Right

These boxes allow you to specify what is printed on the footer line on each page. Text in the footer line may be centred, or aligned left or right. Again, enter the text you want to appear in each part of the footer.

If there is no entry in a header or footer box on the dialogue box, then nothing will be printed in the corresponding place on the pages of your document.

### Page numbering

Place the number symbol '#' in a header or footer box to print the page number. The page number is printed at Foot Centre by default and will need to be deleted from that box on the dialogue box if you do not want it printed there.

### Head Margin and Foot Margin

Make sure that the **Head Margin** and **Foot Margins** are both set to at least 1, or the headers and footers will not appear (see the section *Setting up the margins*).

Note: Headers and footers take their ruler settings from the first line of a document. For example, if the first line is in expanded pitch, the headers and footers for that document will also be in expanded pitch. If the first line is a headline in expanded pitch and you do not wish the headers and footers to have that setting, you can insert a blank line at the beginning of the document above the headline and give it a different ruler of your choice.

## RULERS

The width of the text you are typing, the left and right-hand margins, and the positions of the tabs (as well as the character and line spacing – see sections below), are determined by the ruler, which appears at the top of the text window.

The ruler line shows which ruler you are using at the current cursor position. By default, this ruler is set up for 65 characters per line, with tab stops every 5 characters:

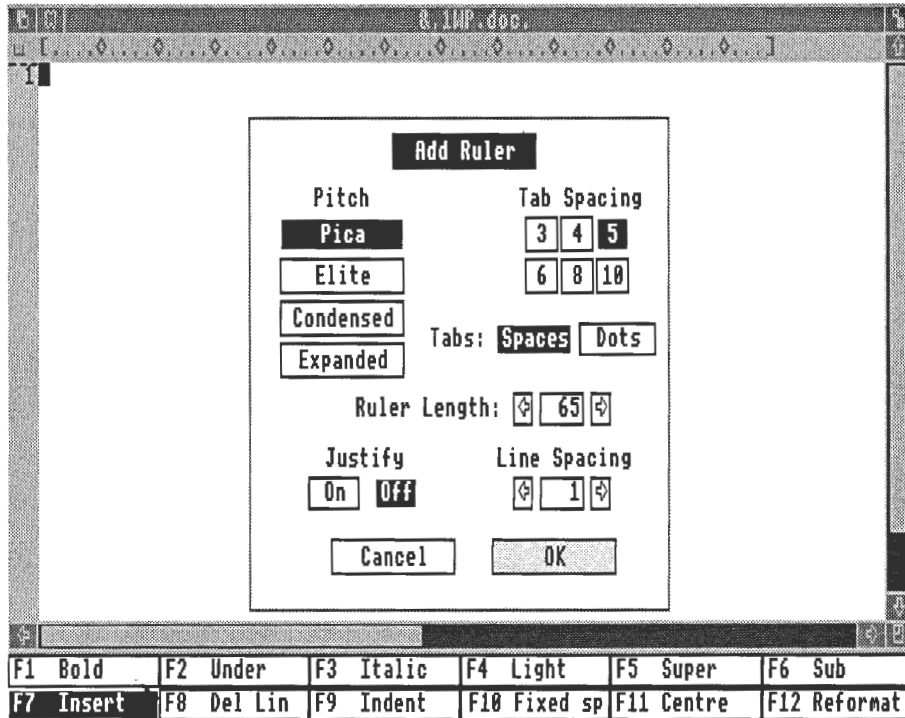


To turn the ruler line display on and off, select **Show ruler** in the **Layout** menu. If the ruler is currently displayed, **Show ruler** will have a tick by it.

### Adding rulers

You can add as many new rulers at various places in your document as you wish. This lets you use, say, a different paragraph width for quoted text, or a different set of tab stops for tables.

To add a ruler at the cursor position, select **Add ruler...** in the **Layout** menu. The following **Add Ruler** dialogue box will be displayed, allowing you to select your own combination of tab spacing and ruler length (as well as line spacing and character pitch):



### Ruler length

Use the left or right arrows to increase or decrease the ruler length to any number between 10 and 150 characters. (This figure refers to the position of the right margin, not the distance between the left and right margins). The default

ruler lengths for the four character pitches (spaces) are based on a line 6.5 inches long:

- 65 characters (Pica pitch)
- 78 characters (Elite pitch)
- 112 characters (Condensed pitch)
- 39 characters (Expanded pitch)

(Character pitches are explained in the section below entitled *Character spacing*).

When you have selected the ruler length you require, select **OK** to insert the new ruler at the current cursor position. An inserted ruler will affect all text up to the next ruler in the document.

Remember to reformat your text when you insert a new ruler by using the **[F12]** key or icon, or selecting **Reformat...** in the **Style** menu. For more details, see *Reformatting text* in the next chapter, *Editing documents*.

#### **To check the extent of a ruler**

To check how far down the page a particular ruler's influence extends, move the mouse pointer over the ruler icon at the left-hand end of the ruler beneath the foreground/background icon and press **select**. A line indicating the extent of the ruler will be displayed in the page border on the left of the text window.

#### **Deleting rulers**

To remove a ruler from a document, place the cursor anywhere in a piece of text where the ruler applies, then select **Delete ruler** in the **Layout** menu. Don't forget to reformat your text after you delete a ruler.

## MODIFYING RULERS

Modifying a ruler is not the same thing as adding a ruler.

When you add a ruler, it affects text occurring between the cursor position (where the ruler is added) and the next following ruler. On the other hand, when you modify a ruler (by dragging the right margin to a new position, for example), all the text within the scope of this ruler will be affected when you reformat, whether it occurs before or after the current cursor point.

To display the **Modify Ruler** dialogue box, position the mouse pointer over the ruler icon at the left-hand end of the ruler and double-click select. Select the combination of character pitch, tab spacing, tab style (ie space or dot), etc which you require, then select **OK** to update the ruler line.

You can also modify some parts of the ruler line (the tab stops and the margins) using the mouse. Position the cursor within the influence of the ruler you want to change, then drag the left and right hand margin stops to the new position you want. Use the Reformat key to reformat each paragraph to the new text width.

### Left and right margins

The right margin determines where the line ends, and hence where word wrap and right justification will occur.

You can alter the position of the right margin stop (as in this paragraph) by dragging it with the mouse to the desired position. To drag the right margin outside the current window area, you must first horizontally scroll the window.

You can also alter the position of the left margin (as in this paragraph) by dragging it to the desired position. Don't forget to reformat your text after changing the left or right margin.



Note: Dragging the margin stops does not necessarily have quite the same effect as modifying a ruler. If you alter either of the margins, only those paragraphs you type or reformat after the change will be affected.

## STORING RULERS

1st Word Plus stores the rulers along with the text when you save a document in WP mode. The stored rulers will be redisplayed when you next open the document for editing. If you read in a file with a different ruler in it using Read file..., the stored rulers will be read in with the text.

If there is a particular type of ruler line which you use a lot, you may want to store it, rather than setting it up from scratch each time. This will enable you to use the same page layout, tab settings etc.

Select Read ruler... in the Layout menu, and 1st Word Plus will read the first ruler line in the file you specify into your document at the cursor. (This file need not have any text in it, of course, but may just contain the ruler line!)

## TABS

1st Word Plus has three different types of tabs - left-aligned, right-aligned and decimal tabs.

Tabs are set up using the ruler, and a set of tab stops applies to all text within the extent of a particular ruler.

When you press **Tab** or use **F9**, the cursor will move to the next tab stop to the right. As on a typewriter, you can preset tab stops for aligning columns of text, formatting tables, and so on.

You set tab positions from the **Add Ruler** dialogue box (**Page layout...** on the **Layout** menu). Use the mouse to select the required gap between tab stops (3 4 5 6 8 10 etc). The tab stops can later be amended if, for example, you do not wish them to be regularly spaced across the page.

You can also set and clear tab stops by positioning the mouse pointer over the appropriate place on the ruler line and pressing **select**.

### Left-aligned tabs

This is the normal type of tab, where the left-hand edge of the word lines up with the tab. This table uses left-aligned tabs:

kelvin	kilogram
second	ampere
mole	candela



### Decimal Tabs

You can use 1st Word Plus' Decimal tabs feature to line up columns of decimal numbers on their decimal point in the following way:

156.4	2.4666
84450	7800.25
28.9854	.58348

Position the mouse pointer over any point on the ruler line and double-click **select** to insert a decimal tab. The position of the decimal tab will be indicated by a hash sign.

Anything you now type in will be moved leftwards from the decimal tab until you either:

- Type a decimal point or a space, or
- Press  or , or
- Reach any previous text on that line.

To remove a decimal tab from the ruler line, select it with the mouse again.

### Right-aligned tabs

You may want to align not just numbers, but any kind of single entries in a table on their right-hand edges:

Andrew	Anne
Bill	Betty
Charles	Carol

Use the decimal tab in just the same way as described above to right-align words and numbers.

## CHARACTER SPACING

Character spacing, or pitch, is set at the same time as the ruler, and hence applies to text within the influence of a particular ruler.

To alter character spacing, select **Add ruler...** from the **Layout** menu. The **Add Ruler** dialogue box will be displayed.

Select the character spacing, or 'pitch' you require using the mouse:

- Pica (10 characters per inch)
- Elite (12 characters per inch)
- Condensed (17 characters per inch)
- Expanded (6 characters per inch)

Note: The number of characters per inch for each pitch will vary from printer to printer. The figures quoted above are valid for most Epson-compatible printers.

## JUSTIFICATION

Text can be either justified, with straight left and right margins, as in this paragraph:

In a reference list, with author-date text references to it, all works attributed to one person should be listed and arranged chronologically by date of publication.

or unjustified, with a straight left margin and a ragged right margin, as in this paragraph:

In a reference list, with author-date text references to it, all works attributed to one person should be listed and arranged chronologically by date of publication.

Ragged right is believed by some to be easier to read in long documents than justified text, as the eye can find its way more easily around the contours of the ragged edge.

Justification is set at the same time as the ruler, hence applies to the piece of text affected by a particular ruler.

To turn justification either on or off, for the duration of a particular ruler, select **Add ruler...** from the **Layout** menu. The **Add Ruler** dialogue box will be displayed.

Select the relevant box to turn right justification on or off.



If you select **Justify ON** for a particular ruler, 1st Word Plus will automatically insert extra "stretch" spaces between each word as you type, so that the right hand margin is straight. (The last line of each paragraph is excluded from this process.) Right justification is switched off by default on the **Add Ruler** dialogue box.

If you change justification, you will need to reformat by using the **[F12]** key or icon, or selecting **Reformat...** in the **Style** menu (see *Reformatting text* in the chapter *Editing documents*).

## WORD WRAP

At the end of each line, if the word you are typing goes beyond the right margin, it will automatically be carried over to the next line. Since the only time you have to press **[↵]** is when you want to begin a new paragraph, you don't have to worry about where to end each line. This in turn increases your typing speed. **Word wrap** is switched on by default when you load 1st Word Plus in. You can turn **Word wrap** off and type in lines up to 160 characters long by selecting it in the **Edit** menu. A tick against **Word wrap** indicates whether or not it is switched on.

## LINE SPACING

You can control the spacing between lines of text, in increments of one line.

Line spacing is also set at the same time as the ruler, hence applies to the piece of text affected by a particular ruler.

Select **Add ruler...** from the **Layout** menu.

Use the left and right arrows on the **Line Spacing** feature to increase or decrease line spacing to a number between 1 and 9. **Single line spacing** is switched on by default when you first load in 1st Word Plus.

## FORMAT FILES

To save you having to set them up each time you start a new document, 1st Word Plus allows you to store "skeleton" format files with preset headers, footers, ruler lines, and text.

Whenever you use **Open file...** to create a new file, 1st Word Plus looks in the directory you are working in for a format file. If it finds one, it then reads it into the beginning of the new file.

To create and store a format file, follow these steps:

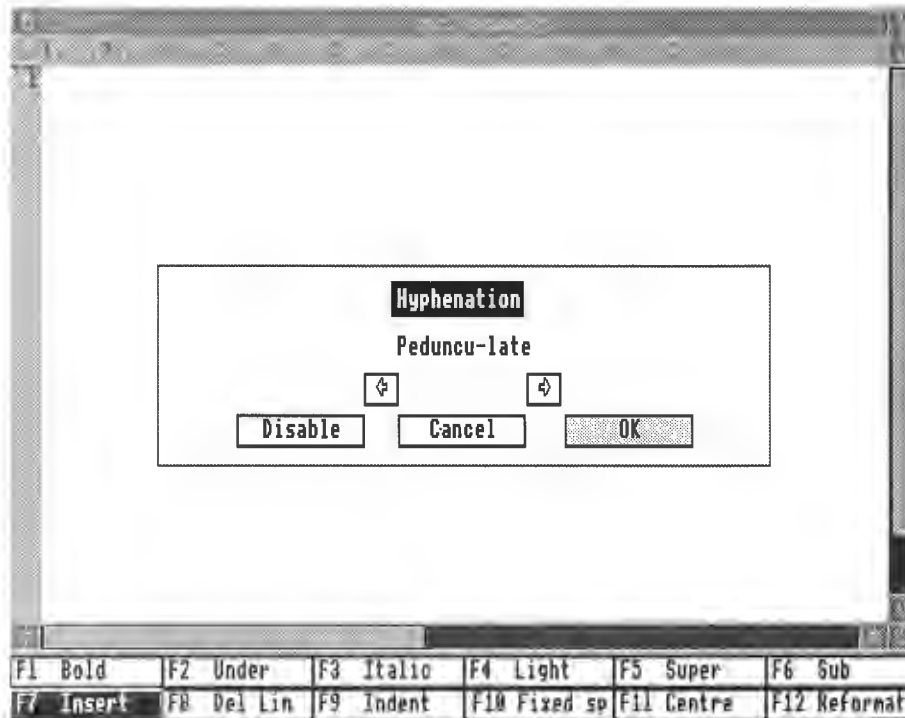
- 1 Open a new file called `format`.
- 2 Set up the headers, footers, ruler lines and text you require in the file.
- 3 Use the **Save file** or **Save as...** command in the **File** menu to save your file in the directory where you intend to create the files with which you are going to use the format. Note that the format file and the document files must be in the same directory.

Alternatively, you can load the skeleton format file itself, write your document then save it (using the **Save as...** command) with a different file name, keeping the skeleton file for use another day.

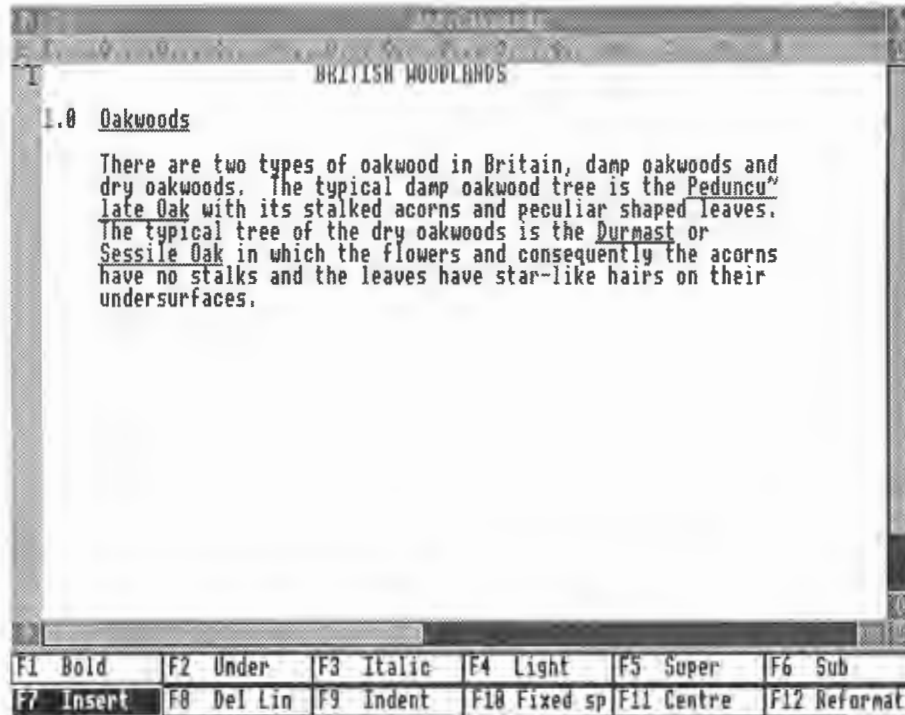
## HYPHENATION

1st Word Plus has the ability to hyphenate words (break long words at the end of a line), so making better use of the line length and giving your document a more professional appearance. Hyphenation is switched on by default.

When a paragraph is reformatted, 1st Word Plus may try to hyphenate one or more words to avoid "slack" lines with too much white space in them. For each word which the program tries to hyphenate, the following dialogue box will be displayed:



To move the hyphen to a different point in the word, position the mouse pointer over either the left or the right arrow box and press select. The hyphen will move along one character at a time. When the hyphen is in the position you require, select OK, and the hyphenated word will be inserted into your text:



Although a "soft" hyphen inserted by 1st Word Plus appears on screen as ~ to distinguish it from a "hard" hyphen inserted by the user (as in right-handed for example), they are both printed as -.



If you do not want to hyphenate a particular word at any point, select **Cancel**. If you do not want to hyphenate any words in your document at all, select **Disable**. Alternatively, you can select **Hyphenation** in the **Edit** menu to switch hyphenation off (or back on again).

## CENTRED TEXT

Centred lines can be produced by positioning the cursor on the line, then using **F11** or selecting **Centre** in the **Style** menu. This will cause the line of text to be centred between the left and right margins:

In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

## RIGHT-ALIGNED TEXT

1st Word Plus also allows you to align your text with the right-hand margin, leaving the left-hand edge ragged. To produce right-aligned text, position the cursor on each line, then select **Right** in the **Style** menu:

In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

## INDENTS

The gap between the left-hand margin and one or more lines of text is called an indent. 1st Word Plus can produce the following types of indents:

- single-line indents
- paragraph indents
- hanging indents.

### Indenting single lines

In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

If you want to indent the first line of a paragraph by 5 spaces, you can do it either by:

- positioning the cursor flush with the left margin on the first line, and selecting **Fixed Space** in the key box (or press **[F10]**) five times, or by
- setting the first tab stop to a suitable position (see *Tabs* above), and pressing **[Tab]** once to move the cursor to the stop.

Note: Because **[Tab]** in 1st Word Plus inserts fixed spaces, you will have to delete them one by one if you subsequently want to get rid of this kind of indent.

### Indenting whole paragraphs

Special problems may be solved by observing the following principles. A single-author entry comes before a multi-author entry beginning with the same name.

In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

To indent a whole paragraph, use the **[F9]** key or select **Indent** one or more times to specify the size of the indent before starting to type in the paragraph. This kind of indent is similar in appearance to a **[Tab]** indent, but instead consists of a single indent space followed by stretch spaces to the next tab stop. The cursor can be

positioned on the indent space only, and deleting this will delete all the stretch spaces.

This paragraph is indented on each line but the first line is further indented by pressing Tab immediately after the F9 key at the start of the paragraph.

1st Word Plus "remembers" indents, so you don't need to respecify them when reformatting. To change the size of a paragraph indent, first position the cursor on the first character in the paragraph. Use Back Space or `Delete` to reduce the size of the indent, or `F9` to increase the size, then reformat.

To indent a whole paragraph which has already been typed, first select the first line and press `F9`, then `F12` to reformat the paragraph to the indent.

### Hanging indents

In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

The paragraph above has a "hanging indent". Type in the paragraph as normal, then go back to line 2 and insert an indent with `F9`. Finally, use `F12` to reformat from line 2 onwards. A hanging indent will not be preserved if you reformat the whole paragraph. This is because 1st Word Plus uses the indent value of the first line to work out the left margin when reformatting.

## Numbered paragraphs

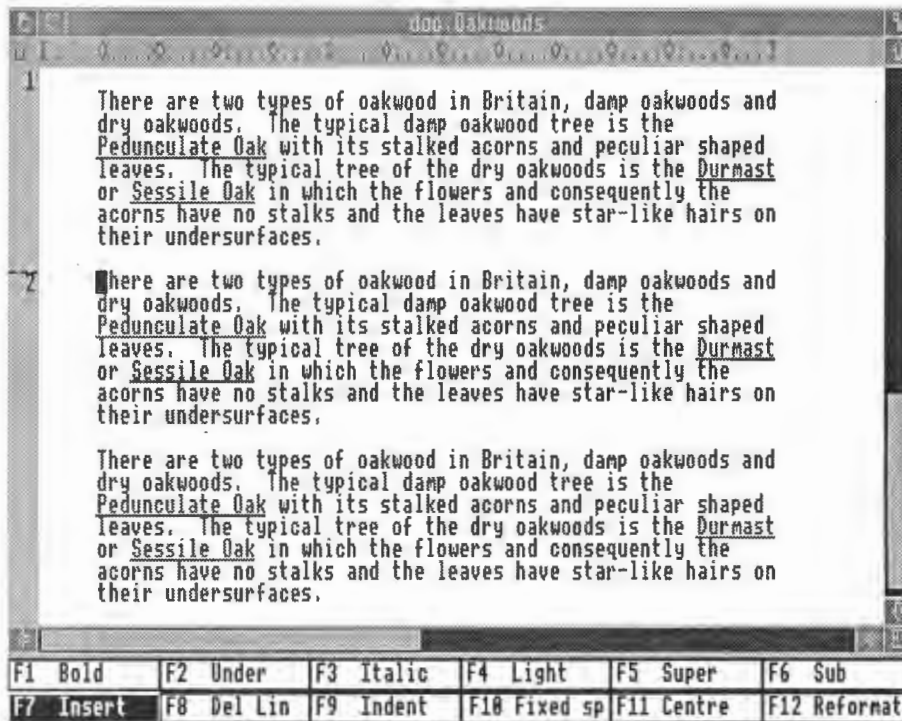
1.1 In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

To number paragraphs, type the paragraph number (or letter) followed by one or more  F9 indents before the first word in the paragraph. 1st Word Plus will align following text lines with the last indent.

## PAGE BREAK

1st Word Plus uses three types of page break, or places where a new page of printed text starts. These are displayed in the page border on the left of the text window, with the new page number directly beneath. Although you can work on documents of 100 pages or more, there is only enough room in the page border to display numbers up to 99.

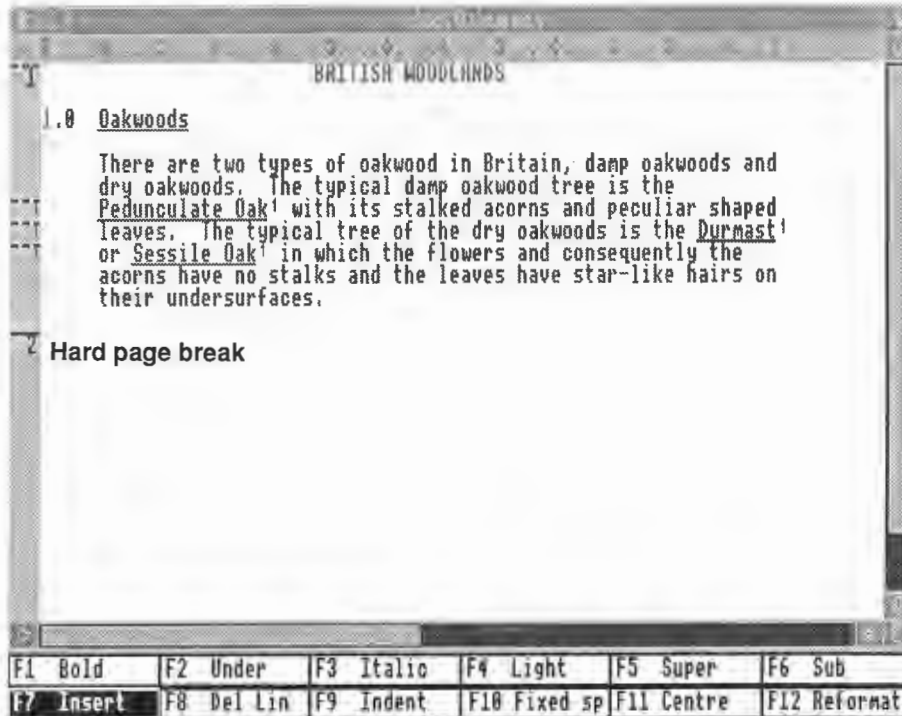
## Soft page breaks



A 'soft' page break is indicated by a dotted line in the page border with the new page number appearing directly beneath it. These are inserted automatically by 1st Word Plus when the maximum page length is exceeded with WP mode switched on. Page length is defined for the whole document using the Page layout... option in the Layout menu. (For more details, see *Setting up the margins* in this chapter.) You can convert a soft page break to a hard page break by positioning the mouse pointer over it in the page border and pressing select.

## Hard page breaks

Insert a hard page break whenever you want the text below it to be printed on a new page.



To insert a hard page break position the mouse pointer in the page border at the desired position and press select. A hard page break is indicated by a solid horizontal line with the new page number appearing directly beneath it.

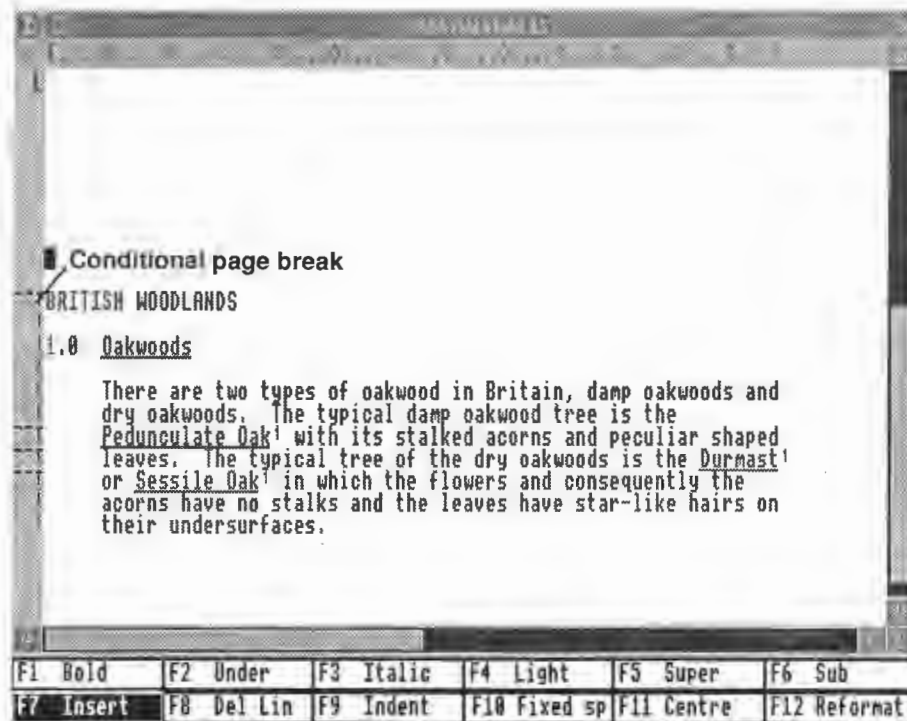
Select a hard page break again with the mouse to delete it, or to convert it back to a soft page break.

### Conditional page breaks

A conditional page break is always created by the user (except with footnotes, see *Printing footnotes* in the Chapter *Editing a document*). It is used to protect a group of lines that you do not wish to be split across two pages (for example a paragraph or a table of figures). If the group of lines crosses a potential page boundary, then a new page is started at the beginning of the group.

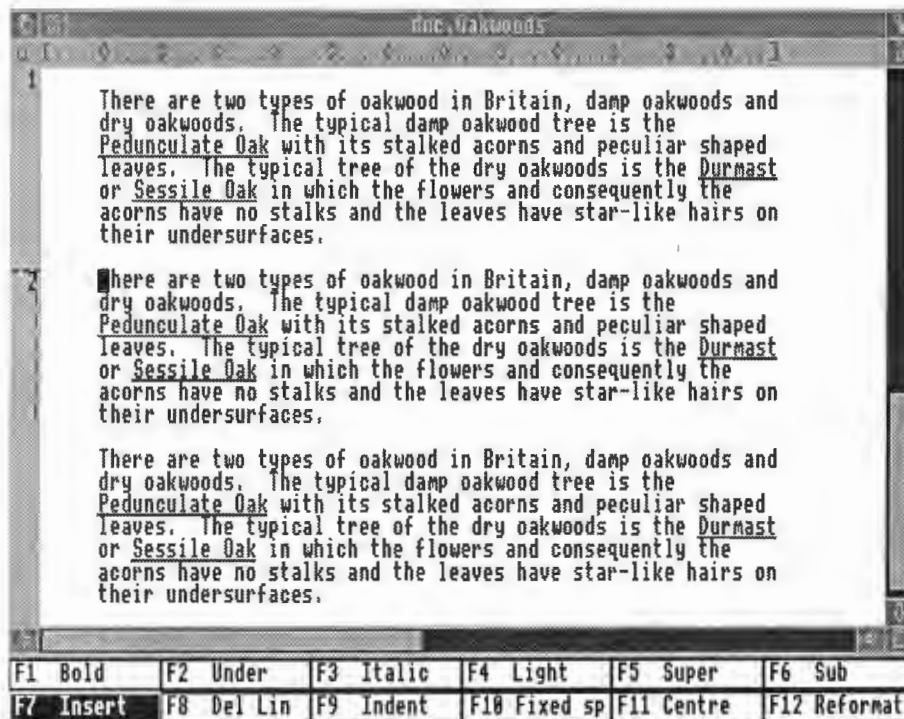
To create a conditional page break, position the mouse pointer in the page border level with the first line of the group, hold down **select** then drag the mouse down the page border to the last line to indicate the scope of the group. While you are holding down **select**, the mouse pointer turns into a pointing finger, and the scope of the conditional page break is indicated by a black oblong.

Once it has been set up the conditional page break appears as a very light dotted line across the page border with a further dotted vertical line denoting its scope.





If 1st Word Plus actually inserts a soft page break at the start position, the conditional break display changes to a heavier dotted line with the new page number directly beneath it. The vertical line denoting its scope remains visible:



You can increase or decrease the scope of a conditional page break by dragging the end position to a new place. Delete this kind of page break by selecting the start position with the mouse.

## CHANGING TYPEFACE

1st Word Plus offers you a range of typefaces (roman, italic, underlined, superscript and subscript) in three different weights (bold, medium and light). You can combine and alternate these style options to produce a variety of effects:

**bold**

**bold underlined**

**bold underlined italic**

**medium subscript**

**medium italic**

**medium underlined italic superscript**

**light**

**light italic**

**light underlined italic**

Note: Your printer may not be able to reproduce all the style options available on-screen (see *Appendix B Printer configuration* for details).

The typeface options can either be selected from the **Style** menu or by using function keys **F1** to **F6**.

When a style option is switched on, its function key icon will appear in reverse video and it will be ticked in the **Style** menu. Everything you type in from that point onwards will appear in that style, including spaces. If you later delete this text, be careful not to leave "style spaces", which will then pass on their style to anything typed in after them.

Note: It is not possible to combine either (a) **Bold and Light** or (b) **Superscript and Subscript**. Selecting one style option (eg **Bold**) will automatically turn the other one (eg **Light**) off.

### Underlined headings

With some word processors, producing underlined headings which are either centred or indented can be a problem, since the space before the start of the heading is underlined too. Other word processors get round this problem by not underlining any spaces, including those between words! However, you can produce perfect underlined headings with 1st Word Plus by following these simple steps:

- To underline indented headings:
  - 1 Use **Tab** or **F9** to indent the heading.
  - 2 Switch on Underline **F2**.
  - 3 Type in your text.
- In the same way, to underline centred headings:
  - 1 Switch on Underline **F2**.
  - 2 Type in your text.
  - 3 Use **F11** to centre your heading.

With 1st Word Plus, it is also possible to produce italic underlined text without tears:

- 1 Switch on Underline **F2** and Italic **F3**.
- 2 Type in your text.
- 3 Switch Underline **F2** off.

- 4 Type an italic space.
- 5 Switch Italic  F9 off.
- 6 Carry on typing in your text.

The last character of the italic text may appear to have a slice out of it on the screen. It will, however, be printed normally.





Very few documents are exactly as you would like them to be when you have just typed them in, and most will require some amount of editing such as correction, substitution, insertion, or format changes. This section covers not only the basic techniques of cursor editing, but also the more powerful procedures of block manipulation, and search and replace editing.

To edit a document file with 1st Word Plus, press **menu** to call up the menus, then select **Open file...** in the **File** menu to display the **OPEN FILE** dialogue box. Use the dialogue box to select the file you wish to edit as described under *Opening a file*, in the *Basic techniques*. When you have selected the file, move the mouse pointer over the **OK** button and press **select** to open it. Alternatively, you can double-click **select** with the mouse pointer over the filename in the scroll box to open the file directly.

When carrying out simple editing on text by deleting or inserting characters, changes always occur at the position of the cursor. You must therefore move the cursor to the part you want to alter before making any changes. Scroll through your document until the portion you want to edit is visible on screen, then position the cursor by using the mouse or the cursor keys (see the section on *Moving the cursor* in the chapter *Basic techniques*).

## DELETING TEXT

You can use the keyboard in five ways to delete text:

- To delete a character to the left of the cursor, press **Back Space** or **Delete** or select **Delete** and left arrow in the key box.
- To delete the character the cursor is on, press **Copy** or select **Delete** and right arrow in the key box.
- To delete everything from the cursor to the beginning of the next word, press **Shift Copy**.

- To delete the entire line that the cursor is on, press or select **F8**
- To delete everything from the cursor position to the end of the line that the cursor is on, press **Ctrl Copy**.

If you wish to delete several letters, words, or lines, you can use the computer's auto-repeat facility by holding down the relevant key(s), or holding down select while the pointer is on the icon. Beware when deleting indents and stretched variable spaces, because all the stretch spaces will be deleted with them.

You can also delete larger sections of text using the **Block** menu (see *Editing blocks of text* in this chapter).

## INSERT AND OVERWRITE MODES

You can insert new text into a document in two ways: by using insert mode or overwrite mode.

### Insert mode

When you begin a session with 1st Word Plus, insert mode is switched on by default. To indicate this, the **Insert mode** option in the **Edit** menu is ticked, and the **F7** icon appears in reverse video. In this mode, anything you type is inserted at the cursor position pushing everything to the right of it over to make room. The text of that line is automatically rejustified if you make the insertion at the end of a line, but you may need to reformat the rest of the paragraph afterwards.

### Overwrite mode

Overwrite mode is the alternative to insert mode, often preferred by programmers. As you type in new text, it is written over the existing text at the cursor position. Where there is no existing text (for example at the end of a line), then new text is inserted as usual. In this mode, the **Tab** and **↵** keys simply move the cursor without inserting any spaces or lines.

Use overwrite mode, for example, when you want to change a piece of text from lower case to upper case (or the other way round). Try changing 'Eating Oysters' to 'EATING OYSTERS':

- 1 Type in the words `Eating Oysters`.
- 2 Move the cursor to the beginning of the word `Eating`.
- 3 Switch to overwrite mode by using the `F7` key or icon, by pressing `Insert`, or by selecting `Insert mode` in the `Edit` menu.
- 4 Turn `Caps Lock` on by pressing the key or selecting the icon.
- 5 Finally, type in capital letters to the end of the word 'Oysters'.

When you have finished making replacements in overwrite mode, be careful to switch back to insert mode, otherwise you may write over text that you want to keep.

## MERGING DOCUMENTS

It is easy with 1st Word Plus to merge one document with another by reading it in from disc and inserting it into the "master" document. To do so, follow these steps:

- 1 Position the cursor where you want the new text to be displayed.
- 2 Select `Read file...` in the `File` menu to display the `Read File` dialogue box.
- 3 Select the file to be inserted in the same way that you selected a file to open,
- 4 Select `OK` to read it in.

The document file will then be inserted into your master document at the cursor position.



## EDITING BLOCKS OF TEXT

The **Block** menu commands will not only let you delete blocks of text and pictures, but also copy them, move them, change their style (bold, light, italic, underlined etc.), and cut and paste them between documents in different windows. Before you can try some of these options out, you will need to mark your block.

### Marking blocks

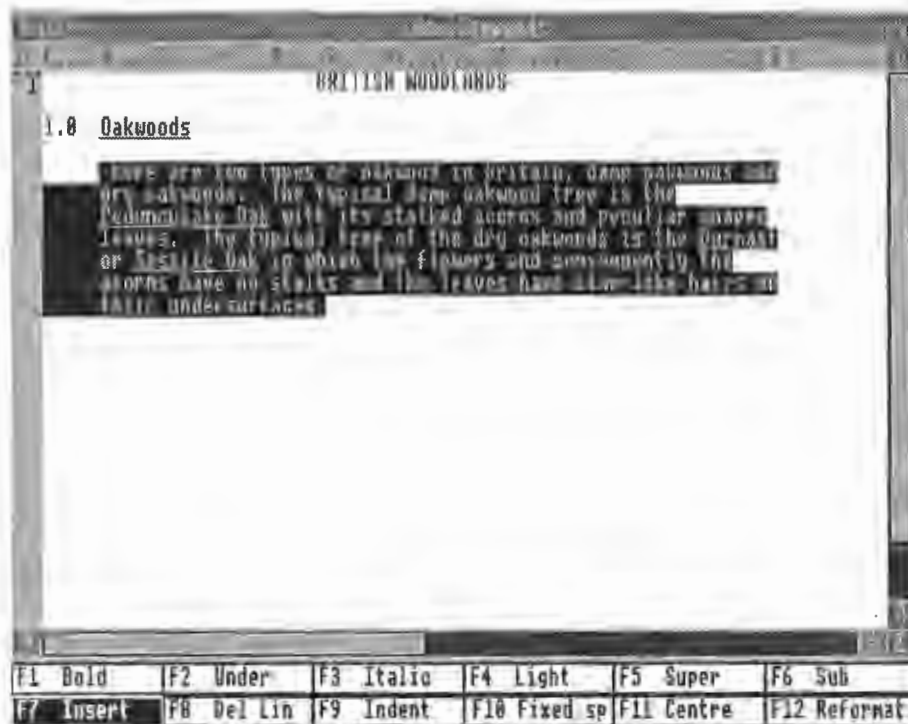
There are two ways of marking blocks of text, pictures, or a mixture of both, depending on the size of the block:

- mark a small block, which is all on the screen, by dragging the mouse
- mark a large block, which does not all need to be on the screen, by using the **Block** menu.

To mark a small block, point the mouse at the first character to be marked, hold down **select**, drag the mouse across until the last character you want to include in the block is highlighted, then release the mouse button. This is the faster method.

To mark a large block, use the **Block** menu. Position the cursor at the beginning of the block you want to mark, select **Start block**, move the cursor to the character after the last one you wish to include in the block, and select **End block**. (A quick method of redefining the end of a marked block is to move the mouse pointer to the character following the end of the required block and double-click **select**.)

Whichever method you use, the marked block will be highlighted with a black background:



If you have marked the start or end of a block, but cannot remember where it is located, select Find start or Find end in the Block menu.

## Removing block marking

To remove the block highlighting, either mark a new block or select **Hide block** in the **Block** menu. Using **Reformat...** in any part of a document also has the side effect of removing block highlighting anywhere in that document. You can also remove highlighting by pressing and holding down **select**.

## Cutting a marked block

To cut a marked block, select **Cut block** in the **Block** menu. The marked block will first be copied onto the clipboard, or storage area in the machine, and a message will appear to inform you when this has been done. When you select **OK** on this dialogue box the marked block will be cut or removed from your original document. If the clipboard already contained an item which had been cut from a document and not yet pasted into another place, a warning will appear allowing you to cancel your instructions if necessary, as the original clipboard contents would be lost if you copied another item over them.

## Copying a marked block

To copy a marked block, without it being cut from your document, select **Copy block** in the **Block** menu. The marked block will then be copied onto the clipboard, but the original version will be left intact in its current position in your document.

## Pasting a marked block

To paste a block back into your document, move the cursor to the place where you wish to insert the block, then select **Paste block** in the **Block** menu. The block to be pasted is the one last copied or cut from the text. You can paste several copies of the same item from the clipboard back into your document, by repeating the paste operation. The copy remains on the clipboard until another item is cut or copied onto it. If you have more than one window open, you can also cut or copy a block from one window, and paste it into a document in another window, by changing the current window between the cut and paste operations.

### Moving a marked block

To move a marked block, that is to remove it from its original position and place it somewhere else, position the cursor at the place you want to move it to, then select **Move block** in the **Block** menu. This operation has an effect similar to first cutting and then pasting a block of marked text. Note that this operation also involves use of the clipboard, and will delete any existing contents from the clipboard.

It is also possible to mark blocks of spaces, and then move them, copy them, or delete them! Be careful, though, as only lines containing text are highlighted.

Keyboard shortcuts exist for all the block operations listed above, and are as follows:

- **Ctrl F7** is the same as **Cut block**
- **Ctrl F8** is the same as **Copy block**
- **Ctrl F9** is the same as **Paste block**
- **Ctrl F10** is the same as **Move block**

### Restyling blocks

To restyle a section of text, mark it as a block, then select a character style or combination of styles using the function keys, the key icons, or the **Style** menu. Whatever styles you choose will be applied immediately to the text in the marked block. Key icons which are currently turned on will be highlighted in reverse video and if you call up the **Style** menu you will see that the option(s) you have chosen have a tick against them.

## USING "BOOKMARKS"

If you are editing a fairly large document, you may frequently need to move from one part of the text to another. In these circumstances, it is quite easy to lose your place. With 1st Word Plus, you can use up to four invisible "bookmarks" to keep your place in the text.

### Setting marks

To set a mark anywhere in your document, position the cursor at the point to be marked, call up the menus and run the mouse pointer over the **Edit** option. When the **Edit** menu appears run the mouse pointer over the **Set mark** option and select the number of the mark you wish to set, remembering that you can have a maximum of four marks. A mark with that number will then be set at the cursor position. Note that marks are not visible on the screen, and are not stored with a file when it is saved to disc.

### Finding marks

You can now move freely within your document knowing that you will be able to move back instantly to your mark at any time. To move the cursor to one of your marks, run the mouse pointer over the **Edit** option again, then run it over the **Goto mark** option. Select the number of the mark you wish to find and the cursor will be moved to that mark.

## CREATING FOOTNOTES

To create a footnote at the cursor position, select **Add footnote...** in the **Layout** menu. 1st Word Plus will then:

- Insert a footnote<sup>27</sup> number from 1 to 999 in superscript text (such as the <sup>27</sup> indicated here). Note however that you will only be able to place the cursor on the first digit of such a number eg '2'.
- Open up a special footnote window for you to enter your footnote text.

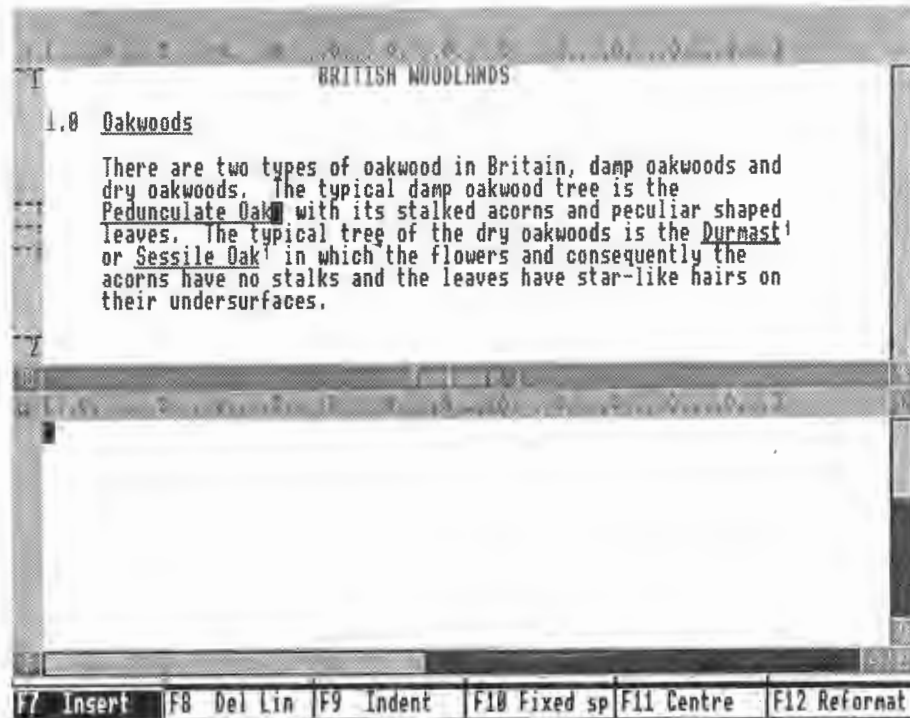
Pressing **Ctrl** **F4** has the same effect as selecting the **Add footnote ...** command. You can add footnotes wherever you like, except in header lines, footer lines, or footnotes themselves!

The following menu commands, when used "globally" on entire documents will include footnotes in their scope of operation, although you may need to close the footnote window before you can activate them.

- Spelling checker
- Search and replace
- Statistics...
- Reformat...

In each case the program deals with the main text, then deals with each footnote in turn. However, note that if you select **Reformat...** while you have the footnote window open, the whole of that footnote will be reformatted automatically without a dialogue box being displayed.

#### The footnote window



If you want to edit a footnote, position the mouse pointer over its number and double-click select. 1st Word Plus will open a special window, called the footnote window, for you. The text for the footnotes themselves is not displayed in the same window as the main text of the document, but in a footnote window. You can then edit your footnote text using a slightly restricted set of 1st Word Plus commands.

To save the footnote and close the window when you have finished editing, select the quit icon at the top left-hand corner of the footnote window. Pressing **Ctrl F4** with an open footnote window will also save and close it. While the footnote window is open you will not be able to select any other window as the current one.

Note: It is not possible to paste pictures into footnotes. If you read a file containing pictures into a footnote, the pictures will not be displayed.

#### The footnote ruler line

You can alter the footnote ruler line whenever you have the window open. By default, the left margin of the footnote ruler is inset by three spaces (ie at column 4) to leave space to print the footnote number. All of the footnotes contained in a document are formatted according to the footnote ruler line displayed in the footnote window.

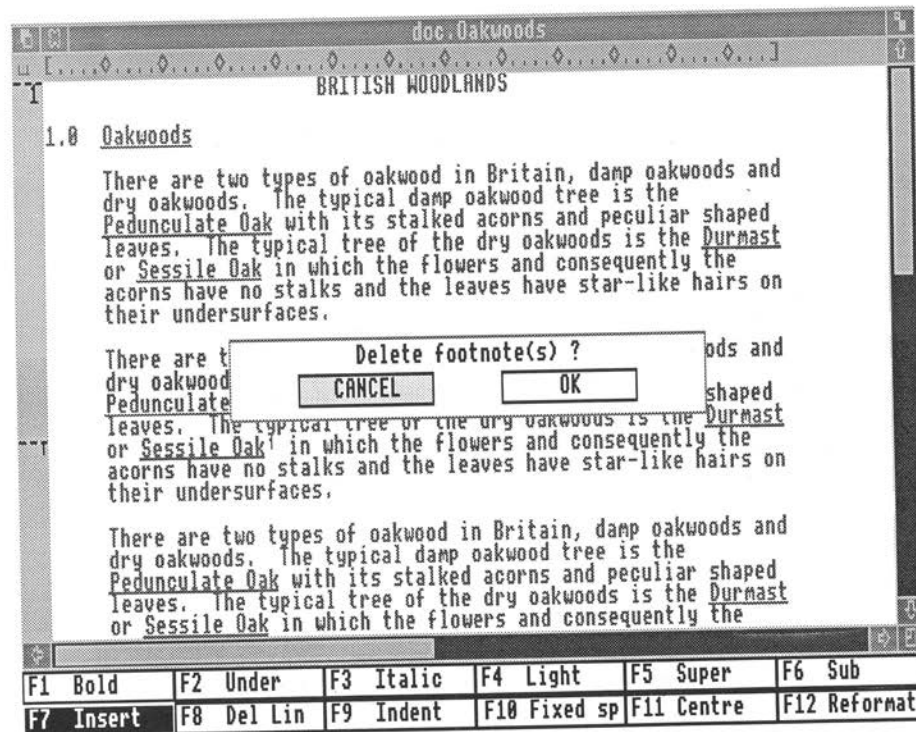
## RENUMBERING FOOTNOTES

This occurs automatically whenever you add or delete a footnote. All subsequent footnotes in the document will immediately be renumbered in the correct order. This applies even if you use **Read file...** to insert a document file containing footnotes.

However, you have to reformat the relevant lines of text yourself when the number of digits in a footnote number changes (9 to 10 or 99 to 100). You are not advised to use footnotes in text which cannot be reformatted automatically (ie lines which are centred or right-aligned).

## Deleting footnotes

Delete a footnote by positioning the cursor over the footnote number in the text window and pressing . If the cursor is positioned on the character to the right of the footnote number, pressing  or Back Space will delete the footnote. Before the footnote is deleted, 1st Word Plus will display the following alert:



- Select OK to delete the footnote and its number
- Select CANCEL to keep the footnote



To delete a footnote and the word which precedes it in one operation, position the cursor at the beginning of the word and press **Shift** **Copy**. The alert dialogue box will again appear:

- Select **OK** to delete the footnote and the word
- Select **CANCEL** to keep the footnote but delete the word

If you attempt to delete a line or a block of text which contains footnotes, an alert dialogue box will again appear:

- Select **OK** to delete all the footnotes and the text
- Selecting **CANCEL** will leave footnotes and text intact

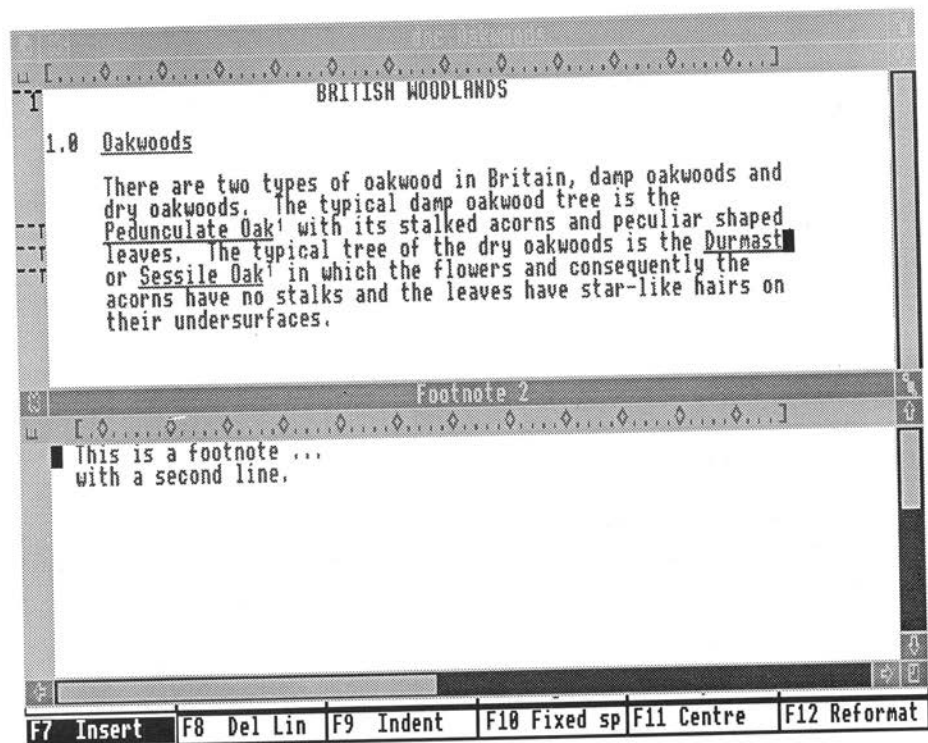
## PRINTING FOOTNOTES

Footnotes are printed at the bottom of the page on which their numbers appear.

### Footnote numbers

The number of a footnote will be printed in the first three columns of the first line of the footnote text (although while you are editing the text of a footnote, its number appears on the title line of the footnote window).

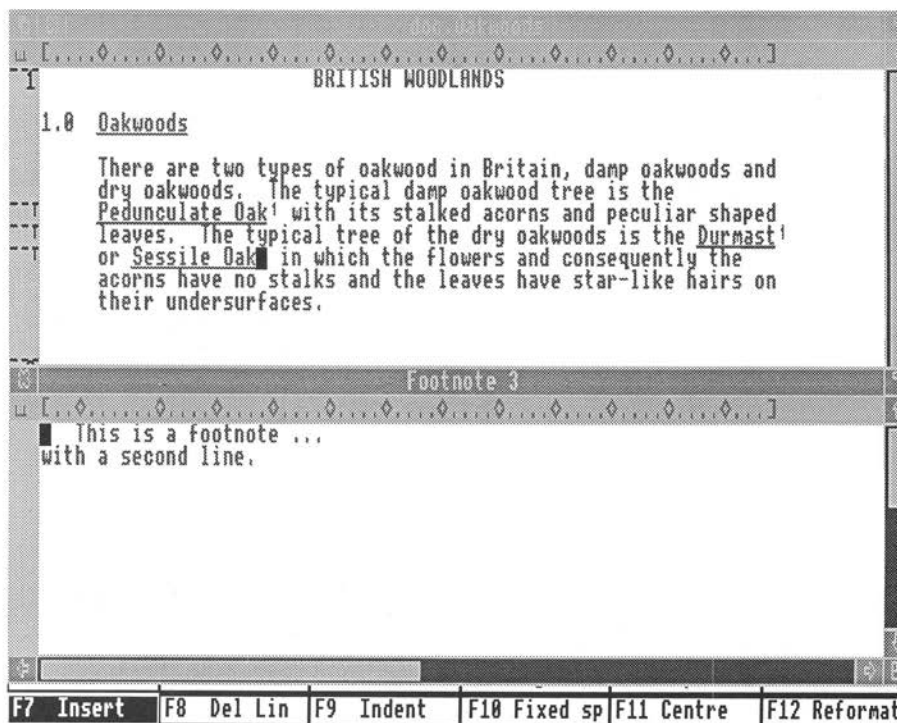
To ensure that these columns will be left empty to take the number, the left margin of the footnote window is indented by three spaces:



This footnote will be printed out as

<sup>2</sup>This is a footnote ...  
with a second line.

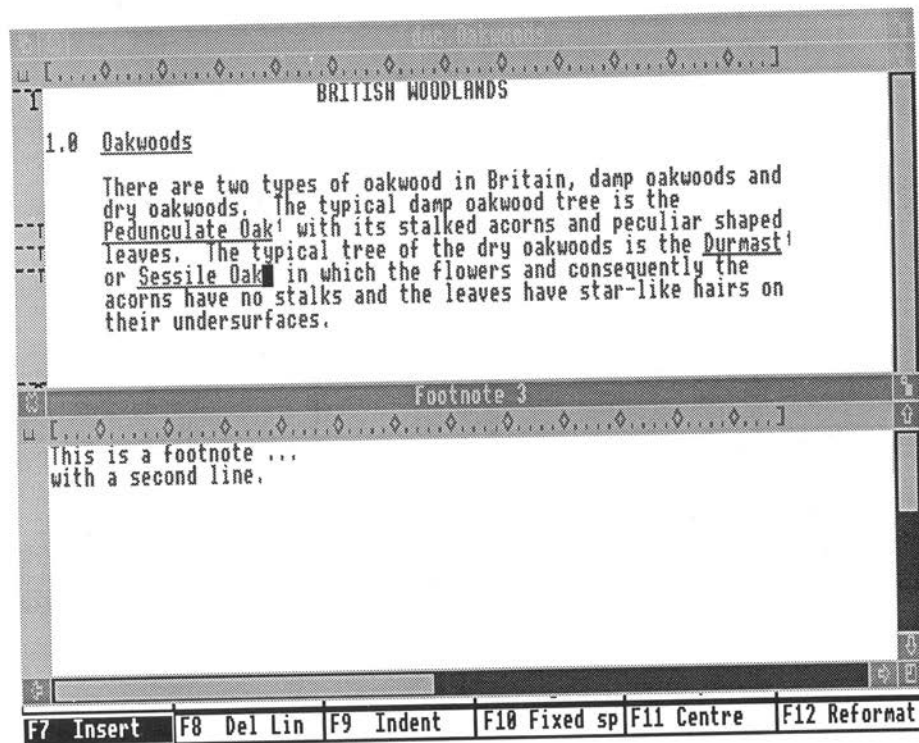
To prevent every line of the footnote text from being indented, you can set the left margin at column 1 and create a tab stop at column 4. Press **Tab** once to indent the first line by three spaces:



This footnote will be printed out as

<sup>3</sup>This is a footnote ...  
with a second line.

If you do not use any kind of indent,



the first three characters of your footnote text will be overwritten with a footnote reference when you print them out:

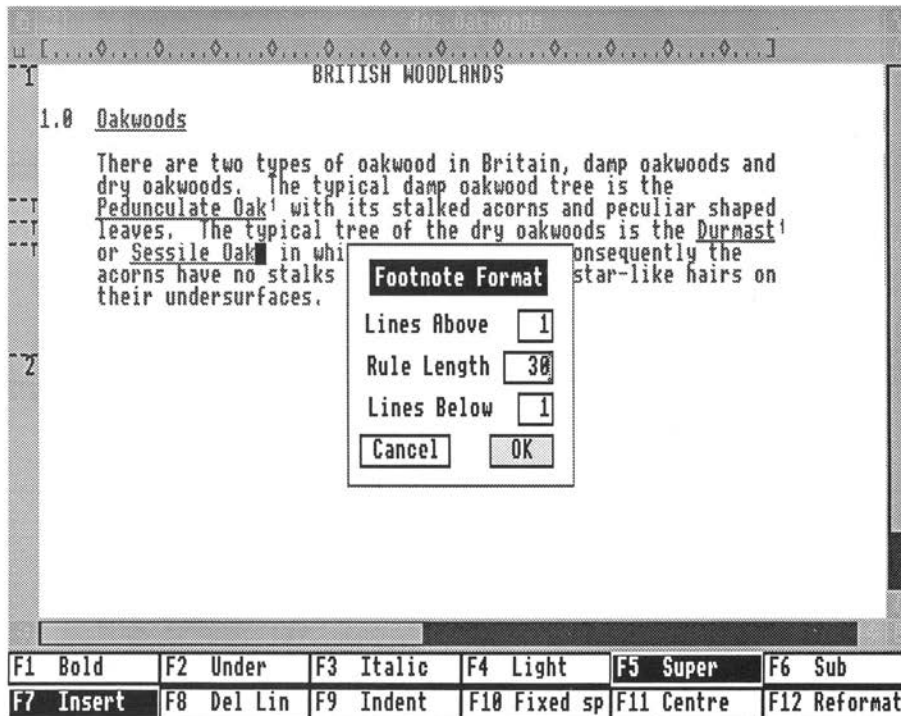
<sup>3</sup>s is a footnote...  
with a second line

## The footnote separator

The footnote separator, which separates one footnote from another, is printed immediately above the first footnote at the bottom of each page, and is made up of:

- up to 9 blank lines, followed by
- a "rule" consisting of up to 160 underlined fixed spaces, followed by
- up to 9 blank lines.

To create your own style of footnote separator, within these limits, first select **Footnote format** in the **Layout** menu to display the following dialogue box:



Position the mouse pointer over each of the number boxes and press **select** to move the cursor into it, then press **Esc** to clear it if necessary. Type in the numbers to format the footnote separator as you require. By default, there is 1 blank line above the rule (the space above the underline characters), the rule is 30 underlined spaces long, and there is 1 blank line below the rule.

The pitch of the rule is taken from the footnote ruler line. To omit the rule from the footnote separator, enter 0 for **Lines Above** on the **Footnote Format** dialogue box.

To separate your footnotes from each other by a blank line, you must add this to the end of the text for each footnote. For example, with the default separator and a blank line at the end of each footnote, the footnotes for one page might look like this:

...the last few lines of a page of  
normal text, shortly followed by...

---

<sup>27</sup>This is the first footnote on this  
page and it carries on for a couple of  
extra lines.

<sup>28</sup>This is the second footnote: note  
that the first one had a blank line  
as its last line.

#### **Page breaks with footnotes**

1st Word Plus will print a line containing a footnote number on the same page as the footnote text wherever possible. If there isn't enough room on the current page, the line and its footnote(s) will be printed on a new page.

In order for this to work, a one-line conditional page break is displayed in the page border when a line contains a footnote number.

This special conditional page break has the following properties:

- You cannot delete this page break by selecting it.
- You can drag the mouse in the page border to increase the scope of the page break downwards (to include following lines), but not upwards (to include preceding lines).

## SEARCH AND REPLACE EDITING

The "search and replace" facility in 1st Word Plus allows you to search for a particular word, phrase, or other string of text throughout all or part of your document. The following are all examples of text strings: 'abbot', 'I', 'right-handed', '2nd', 'Mount Everest', 'ISO9127'. You can then replace as many occurrences of your chosen piece of text with another piece of text as you wish.

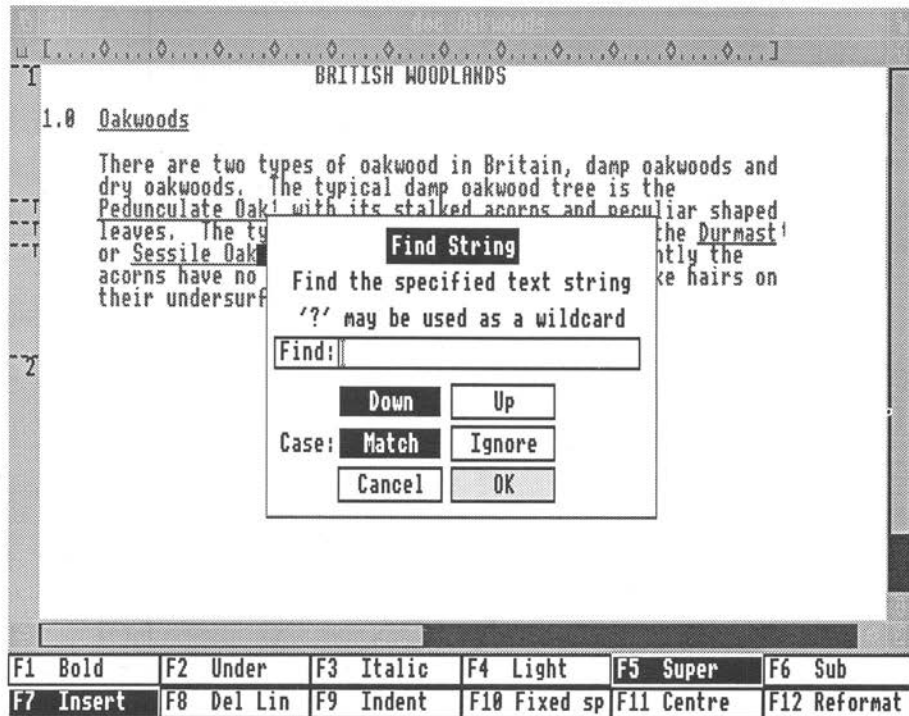
### Searching

To search for a specific word or phrase in your document, follow these steps:

- 1 Select **Find...** in the **Edit** menu or press **Ctrl F2**. The **Find String** dialogue box will be displayed, allowing you to specify:
  - The string of text you want to find. Press **Esc** to clear the line first if necessary. You can use '?' as a *wildcard* to stand for any single character, including a space. For example, enter 'p?t' to find words such as 'compete', 'computer', 'pit', 'Peter', 'up to', etc.
  - The direction you want to look in: **Down** (onwards search, from the beginning of the document to the end) or **Up** (backwards search, from the end of the document to the beginning). The search begins at the cursor position.

- Whether or not the string searched for must be an absolute match, including letter case (capital letters or small letters). If you select **Ignore**, then 1st Word Plus will disregard whether a word is spelt with capital or small letters. For example, if the string is 'bird', it will also search for 'Bird' and 'BIRD'.

Note: 1st Word Plus will look for exact matches of the string you specify, including spaces. If you specify the string 'the' (without a space either before or after it), the program will stop after 'the' in 'whether'.





- 2 Type in the string you want to find, and decide which direction you want to search in.
- 3 Select whether you want all examples of the character string or only those with matching letter case.
- 4 Select OK to start the search.

1st Word Plus will run through your document in the specified direction looking for the first occurrence of the string.

If the string is found, the cursor will be placed either on the first character of the string (backwards search), or on the character immediately after the string (onwards search). However, **Find...** will not detect two words in a phrase like '1st Word' if they are split over two lines.

If the search string is not found, the cursor will be placed at either the beginning or the end of your document, depending on the search direction. The search direction will automatically be reversed the next time you use the **Find...** option.

## Replacing

To replace a specific word or phrase in your document with another, follow these steps:

- 1 Select **Replace...** in the Edit menu or press **Ctrl F3**. The following Find and Replace dialogue box will be displayed:



This is similar to the dialogue box displayed for **Find...**, and allows you to specify:

- The string of text you want to find. Press **Esc** to clear the line first if necessary, since if you have already specified a string using **Find...** the dialogue box will still display that string. As with **Find...**, you can use '?' as a wildcard to stand for any character, including a space.
  - Your replacement text.
  - The direction you want to look in: **Down** (onwards search, from the beginning of the document to the end) or **Up** (backwards search, from the end of the document to the beginning). The search begins at the cursor position.
  - Whether the string searched for must be an absolute match, including letter case, or not. For details, see *Searching* in this chapter.
  - Whether to replace **One**, **Some**, or **All** occurrences (the scope of replacement).
- 2 Type in the text you wish to search for, and the text you wish to replace it with, choose the scope of this replacement and so on.
  - 3 Finally select **OK**.

If you specify replacement of **One** or **All** matches, **Replace...** will search and replace automatically. If you specify replacement of only **Some** matches, **Replace...** will find and display each match and ask you whether or not to replace the text, or **Cancel** the search. Select **Yes** or **No**, and 1st Word Plus will look for the next occurrence and offer you the same choice of keeping or replacing the text. This will continue until no further occurrences are found, or until you select **Cancel**.

You can use the **Replace...** option to make multiple replacements, insertions or deletions:

- To replace occurrences of 'cement' with 'glue', give 'cement' as the text to be found and 'glue' as the replacement text.
- To insert 'and glue' after the word 'cement', give 'cement' as the text to be found and 'cement and glue' as the replacement text.
- To delete 'cement', give 'cement' as the text to be found, press **Tab** to move the cursor to the replacement text (with) box, then press **Esc** **↵** to leave this line empty, before selecting **OK**.

As with **Find...**, if the search string is not found, the cursor will be placed at either the start or end of your document, depending on the search direction. The search direction will automatically be reversed the next time you use the **Replace...** option.

To repeat the last **Find...** or **Replace...**, use the **Repeat find** option in the **Edit** menu, or press **Ctrl** **F1** for the same effect. This uses the same choices but without redisplaying either of the original dialogue boxes. If the **Find...** or **Replace...** finished at the start or end of the document, then **Repeat find** will automatically reverse the search direction.

## REFORMATTING TEXT

After deleting or inserting any text, or using search and replace, remember to reformat your text. There are two ways of reformatting text, depending on how much text is to be formatted:

- reformatting single paragraphs
- reformatting larger sections.

To reformat single paragraphs, position the cursor anywhere in the first line of the paragraph, then select the **[F12]** key or icon. Although 1st Word Plus remembers indents when you reformat single paragraphs, you will need to reformat hanging indents, centred paragraphs, and right-aligned paragraphs line by line.

To reformat larger sections of text, or even your entire document, position the cursor anywhere in the section you want to reformat, then call up the menus and run the mouse pointer across the **Style** option. When the next level of menus appears, run the mouse pointer across the **Reformat** option, and finally select the extent of the section you wish to reformat.

You can choose to reformat:

- From the cursor to the end of the paragraph
- From the first ruler before the cursor to the first ruler after it
- The whole of your document, including any footnotes

If you choose to reformat a paragraph the cursor will be placed at the end of the paragraph after reformatting, if you choose either of the other options the cursor will remain in its current position.

Note: 1st Word Plus distinguishes between the end of a line and the end of a paragraph in the following way:

- a line has a space at the end of it
- a paragraph has a **[↵]** at the end of it.

If there is a space before the **[↵]** at the end of a paragraph, it will be reformatted onto the following paragraph.

## PASTING IN PICTURES

In order to paste pictures into a document, 1st Word Plus will automatically switch on **Graphics mode** when you first load a picture into a document. However, if there is not enough memory to load a picture, then graphics mode is automatically switched off and all pictures are removed from memory (you still

get the picture outlines on screen). You can switch **Graphics mode** off in order to save memory or time or to avoid confusion when editing text which is overlaid by graphics. You can switch **Graphics mode** on by calling up the menus and running the mouse pointer over the **Graphics** option and selecting **Graphics mode**. If you switch **Graphics mode** on, remember that:

- No pictures will be loaded if there is not enough memory to load them all and **Graphics mode** will be left switched off.
- You will get an error message if you have removed the floppy disc containing the pictures from the disc drive. Any picture that cannot be re-read is deleted from the document.

To insert the picture into your text, move the pointer to the **Graphics** menu and select **Read picture...** to display the **Read Picture** dialogue box. The **Directory:** box may need to be edited to show a path leading to the directory where the picture you require is stored. The dialogue box is edited in the same way as the **OPEN FILE** dialogue box described previously in the chapter on *Basic techniques*. The name of the picture must be entered in the **File:** box.

When the correct names have been entered in both the **Directory:** box and the **File:** box, select **OK** to paste the picture into your text at the cursor position.

Pictures which were created with a palette other than that used by the 1st Word Plus program may appear with altered colours on the screen, but should return to their normal colours or tones when printed. Pictures which were created in modes other than 12 (or 20) may not reproduce correctly.

**Note:** When you paste a picture into a document, information about it is stored in the document file. This information includes where in the document the picture is pasted, and where on the relevant disc to find the picture. If you move any of your pictures after you have pasted them into your document (for example, into a different directory), 1st Word Plus will look in the original directory for the pictures when you reload that document, and will display an alert for each picture it cannot find.

If you have a printer driver installed, the picture will have a dotted line around it to indicate the amount of space it will take up when printed out on that particular printer. If no printer driver is installed, a default picture size will be indicated which is valid for many common printers.

Pictures are aligned vertically with the lower edge of the last line they occupy, and horizontally with the left-hand edge of the nearest column. This allows you automatically to line up your pictures with the surrounding text.

### **Moving pictures**

Once the picture is pasted into your text, you can reposition it, write over it, increase the space around it, or (if you are not happy with it) delete it.

To reposition your picture, place the mouse pointer over it, then hold down **select**. A "flat" hand will appear and the frame around the picture will change colour. If you now move the mouse a "ghost" outline of the picture frame will follow the movements of the mouse on the screen.

When the frame is in the desired new position, release the **select** button and the picture will be redrawn in the frame. You can, if you want, overlay pictures onto pictures, put text and pictures side-by-side, write over your pictures, or move blocks of text on top of them.

To increase or decrease the amount of space between your picture and the rest of the text, position the cursor at its top or bottom edge. Use **↵** to insert extra lines of space, and **F8**, Back Space or **Delete** to remove lines of space.

## Deleting pictures

To delete your picture, first position the mouse pointer inside it, then press **select**. The insertion cursor will move to the beginning of one of the lines occupied by the picture. Call up the menus, run the mouse pointer across the **Graphics** option and select **Delete picture**. Your picture will switch into reverse video, and an **Alert** message will appear on the screen asking whether the correct picture has been selected. Select **OK** to delete the picture.

Note that if you have more than one picture on the same line 1st Word Plus may be unable to tell which picture you wish to delete. To overcome this, if necessary, move the picture to another part of the page before deleting it.

There will be an amount of empty lines left in your text equal to the height of the deleted picture. You can get rid of this space by marking it as a block, then selecting **Cut block** in the **Block** menu.

Once a picture is pasted into position, it effectively becomes part of the text of the document. This means that all of the **Block** menu operations can be carried out on pictures, or a mixture of pictures and text. In some cases it may be faster to delete a block of picture(s) and text using **Delete block**, rather than removing each picture using **Delete picture** and then deleting the text.

## USING THE SPELLING CHECKER

1st Word Plus comes with a 40,000 word spelling dictionary which helps you check that every word in your document is correctly spelt either:

- all in one go, after you have finished editing it, or
- continuously, as you type each word in.

The spelling dictionary you get with 1st Word Plus obviously cannot contain all the words you will need to check, but it does have the most frequently used ones. In particular, it doesn't contain any proper names (words like Iceland, Patrick, or Uranus), or any legal, scientific, or other technical terms.



However, with 1st Word Plus you can add these words as required to your own personal or supplementary dictionary. Since you can create as many of these personal dictionaries as you need, you will be able to build up your own "library" of dictionaries.

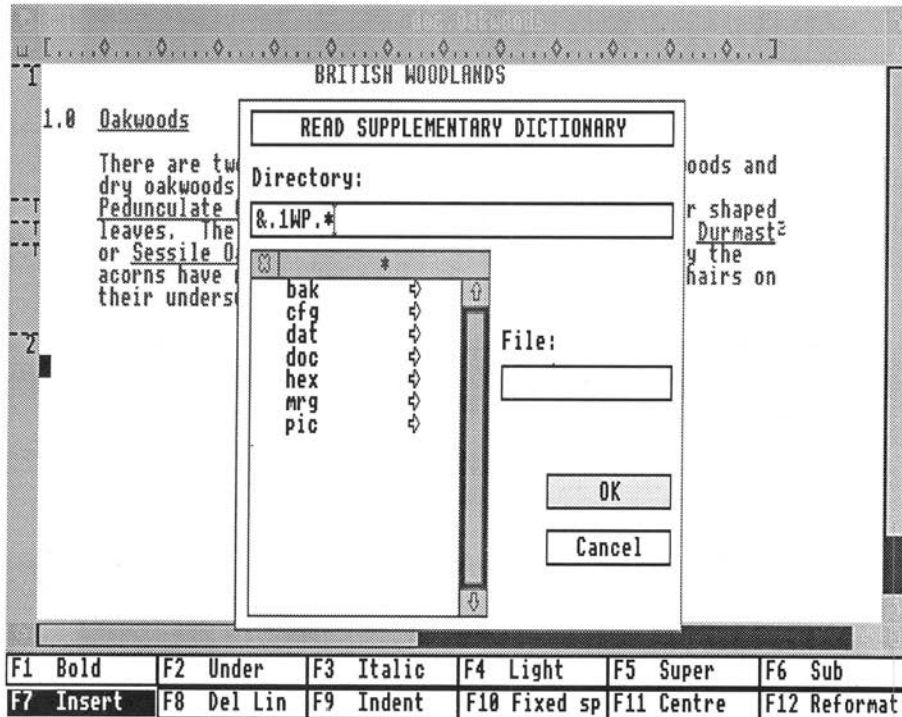
When 1st Word Plus comes across a word which it does not recognise and which is misspelt, it will even suggest a list of correct spellings for you to choose from. Select the word you want, and 1st Word Plus will then instantly replace the misspelt word in your document with the right one.

In fact, just about the only thing that the 1st Word Plus spelling checker can't do is to spot a word which is actually spelt correctly, but is in the wrong place eg 'Polar bares live at the North Pole'.

#### **Loading the spelling dictionary**

To load the main spelling dictionary from disc into your Archimedes, select **Load dictionary** in the **Spelling** menu. 1st Word Plus will search for the main dictionary in the directory in which the 1st Word Plus program is to be found.

When the spelling dictionary has been loaded in, a dialogue box will be displayed to allow you to choose and load in a supplementary dictionary, if you have created one:



Supplementary dictionaries are text files created by 1st Word Plus. They can be given any name you like, but it is a good idea to use a filename which helps you to recognise the file as a supplementary dictionary, eg COOKERYSUP (= "SUPplementary dictionary"). They must not, of course, be given the same name as any other file, including the file they are to be used with, as you would then delete either the document or the dictionary when using the **Save** command. Use the dialogue box to choose a supplementary dictionary in the same way as you used the **Open File...** dialogue box, then, when the **Directory:** box and the **File:** box contain the required entries, select **OK**. Select **Cancel** if you do not have a supplementary dictionary yet, or you do not want to use one.

### Continuous spell check

To check the spelling of each word as you type it in, select **Continuous spelling** in the **Spelling** menu or press **[Ctrl] C**. When you move the cursor off the word you have just typed in (by pressing Space Bar, **[←]**, or one of the cursor keys), the word is checked against both the main dictionary and the supplementary dictionary. If it is not found, your Archimedes will "bleep" to show that 1st Word Plus does not recognise the word. You can then either:

- carry on typing, or
- correct the misspelt word manually, or
- use the dictionary browser to correct it (see *Using the browser*), or
- if the word is correctly spelt, add it to the supplementary dictionary (see *Adding words*).

### Checking whole documents

To check the spelling in an entire document in one go, place the cursor wherever you wish to begin the spelling check, then either select **Check spelling** in the **Spelling** menu or press **[Esc]**. The spelling checker will look at each word from the current cursor position to the end of your document, and flag any word it does not recognise by placing the cursor after it. You then have the opportunity to either:

- correct the misspelt word manually, or
- use the dictionary browser to correct it (see *Using the browser*), or

- if the word is correctly spelt, add it to the supplementary dictionary (see *Adding words*).

To continue checking the spelling in your document, either press **[Esc]** again or select **Check spelling** in the **Spelling** menu.

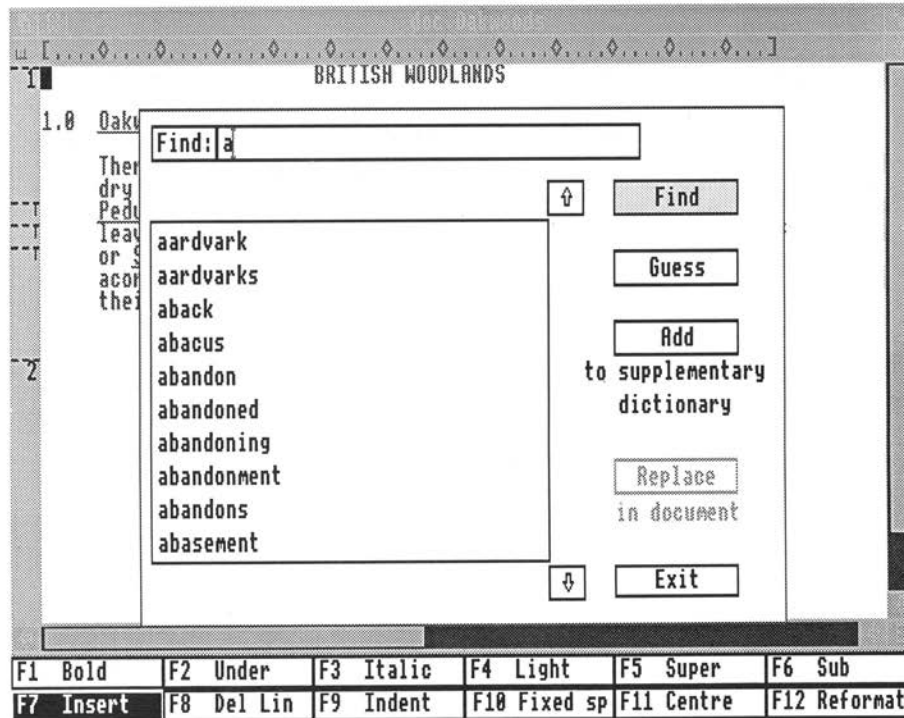
### Adding words

To add a new, correctly spelled word directly to the supplementary dictionary (displayed on screen as part of the main spelling directory), select **Add word** in the **Spelling** menu or press **[Ctrl] [F6]**. The last word that the program detected as unrecognisable will then be added to the dictionary, unless you have altered the contents of the **Find:** box in the browser since that detection was made. In this case, the new contents of the **Find:** box will be the item added. When the addition has been made, either continue the spelling check as described above or carry on typing in text.

You can also add words either with the browser (see *Using the browser*), or by merging a supplementary dictionary into the main dictionary (see *Merging dictionaries* ).

## Using the browser

To check that the word has been added select **Browse...** in the **Spelling** menu to display the dictionary browser. The browser can also be displayed by pressing **Ctrl F5**.



The browser window displays a merged list of words from both the main spelling dictionary and your supplementary dictionary (if you have loaded one). Whenever you call up the browser it will display the last word added or spelling mistake found, and 1st Word Plus will also display the corresponding page in your document in the edit window.

To find a particular word, press **Esc** to clear the **Find line**, type in the word, and select **Find**. The program will find your word (if it is in the dictionary), and highlight it in reverse video at the top of the browser window. If the word is not in the dictionary, the browser window will display the part of the dictionary which is closest in spelling to it.

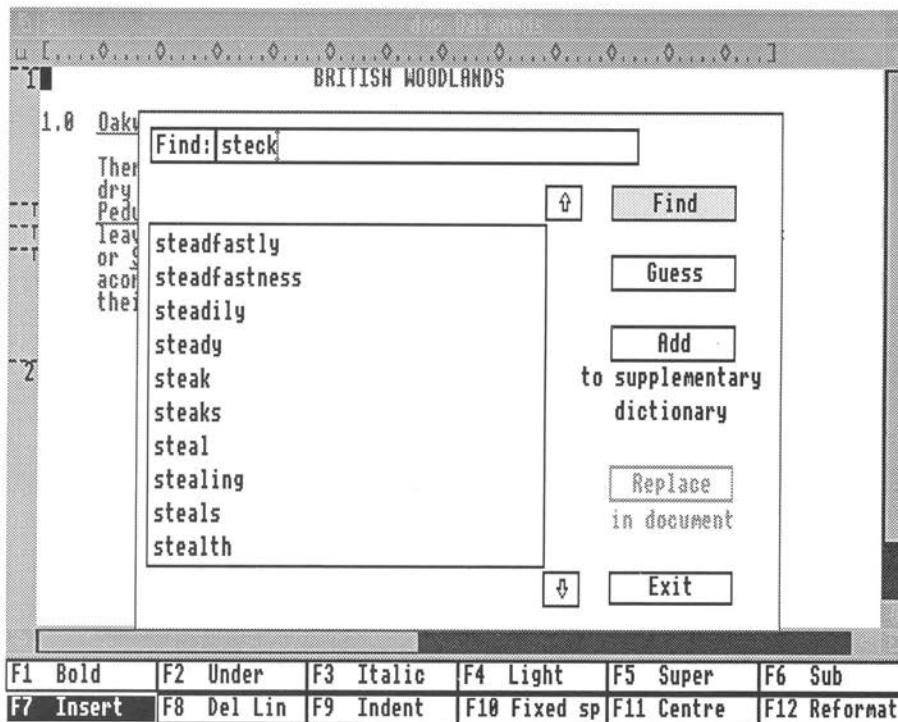
To search through all the words beginning with a particular letter of the alphabet, position the mouse pointer over the up or the down arrow to the right of the word boxes and press **select** to scroll the contents of the browser window.

To add a new word to the supplementary dictionary at any time, press **Esc** to clear the **Find line**, type in the new word, and select **Add**. 1st Word Plus will add your new word to the supplementary dictionary and highlight it in reverse video.

### Spelling correction

The browser also allows you automatically to correct any misspelt words in the document you are checking. Let's say you have typed in 'steck'. When you check your spelling, 1st Word Plus will place the cursor after this word to show you that it is not in either of the dictionaries.

Move to the **Spelling** menu and select **Browse...** to display the browser. Now select **Guess**, and the spelling checker will show you a list of suggested correct spellings.



Select the correct spelling in the browser word boxes ('steak', 'speck', etc.), then select **Replace** to insert it into your document. If the correct spelling does not appear in the list of suggestions, you can select **Find** to return to a full browser listing, then search through the dictionary as before.

### **Saving the dictionary**

A session of spell checking ends either when you select **End spell check** in the **Spelling** menu, or when you leave the 1st Word Plus program. If you have added any words to the supplementary dictionary during the session, 1st Word Plus will display a dialogue box to allow you to save the dictionary to disc either with the same name as the original supplementary dictionary you had loaded, or with a new name. By default, the dialogue box will display the name of the original supplementary dictionary but you can edit the dialogue box just as you did the **OPEN FILE** dialogue box. When you have the correct entries in the **Directory:** and **File:** boxes, select **OK** to save the dictionary. If you select **Cancel** any new additions to the supplementary dictionary will be lost.

### **Removing words**

To delete words from a supplementary dictionary, simply load it into 1st Word Plus as you would any other document file and edit it. To delete words from the main dictionary, you will need to create a special supplementary dictionary and merge the two dictionaries together.

### **Merging dictionaries**

The 1st Word Plus spelling checker comes supplied with a special "dictionary merging" program which allows you to:

- add new words to the main dictionary
- delete unwanted words from the main dictionary.



First use 1st Word Plus to create a supplementary dictionary file containing just the words you wish to add to or delete from the main dictionary. Create the dictionary file in the same way as you would any other text file, but ensure that **WP mode** is switched off. This is switched off by selecting **WP mode** in the Edit menu and the tick indicating that **WP mode** was operating will disappear. Press  after typing in each word to ensure that it appears on a separate line. Place a minus sign '-' at the beginning of each of the words to be deleted eg -delete, -word, -list, etc. Save the document in the normal way.

When you run the dictionary merge program the words which are preceded by a "-" will be removed from the main spelling dictionary. Words which are not preceded by a "-" will be added to the main dictionary if they are not in it already.

If you have created and saved a supplementary dictionary using the browser or add word facilities while spell checking a document, you can also use the dictionary merge program to add the words from this to the main dictionary. To merge two dictionaries, follow these steps:

- 1 Select and open the program called 1stDMerge (which is on the utilities disc), from the desktop or from the command line. If you are uncertain how to do this, see the chapter *Getting started* and follow details on how to load the 1st Word Plus program from the desktop or command line.
- 2 When the title dialogue box appears, select **RUN**.
- 3 When the **Input Dictionary** dialogue box appears, enter the correct directory path and filename for your main dictionary. The file is called 1wp\_spell and is usually stored on the same disc as the 1st Word Plus program. If your system has a single disc drive, you will have to enter the pathname :0.resources.1wp.\* in the **Directory:** box, and put the 1st Word Plus program disc in the drive before selecting **OK**. (Selecting **Cancel** will stop the program.)

- 4 When the **Supplementary Dictionary** dialogue box appears, enter the correct directory path (still prefixed by : 0 if it is on the main program disc) and file name for your supplementary dictionary (eg COOKERYSUP) and select **OK**. (Selecting **Cancel** will return you to the **Input Dictionary** dialogue box.)
- 5 When the **Output Dictionary** dialogue box appears, enter the directory path and file name you wish to give to the new dictionary that will result from the merging of the other two dictionaries (eg COOKERYDIC). Select **OK**. (Selecting **Cancel** will again return you to the first item selector.)

While the two dictionaries are being merged, the program will show you which letter of the alphabet it is currently working on.

If the disc containing the dictionary merging program is too full to hold the new dictionary you are creating, an error message will appear. If it does, you can overcome the problem by copying the merging program `1stDMerge` together with its template and strings file and the input and supplementary dictionaries you wish to use to another disc before running the program.

As soon as the merging process is complete, the name of the new dictionary is displayed on screen. Select **Finish** or press  to exit from the program.

Note: The spelling checker always looks for `1wp_spell` as the main dictionary to be loaded. If your merged dictionary has a different name (eg COOKERYDIC), and you now want to use it as your main dictionary, you will need to change its name to `1wp_spell`. (See your *Archimedes User guide* for details of how to rename files.) You will need to give your original main dictionary a different name before doing this.

Note, also, that these changes must be made before loading in the 1st Word Plus program. In addition, if the merged dictionary was created on a disc other than the one containing the 1st Word Plus program it may need to be copied onto the 1st Word Plus disc, and the original main dictionary may need to be removed from that disc in order to make room for it.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

## SAVING YOUR DOCUMENT

Once you have completed work on your document you will want to keep it safe to return to at another time, whether to continue editing or simply to refer to it. To save the whole of your document into the directory that appeared in the **Directory:** box, and with the name that appeared in the **File:** box when you opened the file, select the **Save file** option in the **File** menu. 1st Word Plus will save your document with this filename into the specified directory, close the text window, and return you to the startup screen.

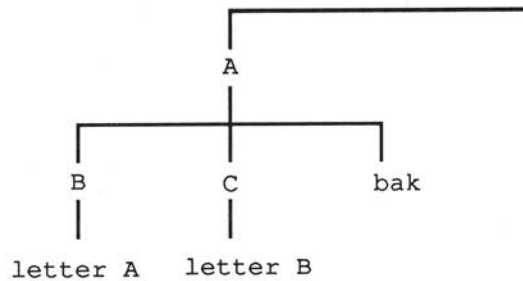
If an earlier version of the document has already been saved in that directory with that filename, 1st Word Plus will attempt to make a backup copy of this version, before saving the new version. It will only be able to do this if a directory called `bak` exists at the correct level in the directory hierarchy.

In order to decide where to save the backup copy, 1st Word Plus will look at the last element in the directory path for the file. If this last element is one of the special directory names such as `%` or `^`, or a root directory (see *Directories* in your *Archimedes User guide*) then 1st Word Plus will look in that directory for the `bak` directory and if the `bak` directory is found, it will store the original version of the document in it.

Similarly, if there is no directory path attached to the filename because it is in the current directory then the search for a `bak` directory will be made in whichever is the current directory. If the directory is found the original version of the document will be stored in it.

If the last element of the directory path is an ordinary directory name, eg `letters`, `Fred`, `12345` or whatever, then the program will look for the `bak` directory in the directory which precedes this directory in the hierarchy, ie the penultimate directory, and store the original version of the document in it.

Files retain their original filenames when moved to a bak directory. Care must therefore be taken with the organisation of files.



If, for example, directory A is the current directory and contains two lower level directories B and C together with a bak directory, and the directories B and C each contain a file called letter then the backup versions of the letter files from both directories would be stored in the same bak directory with the same filename. In fact the backup copy of the last one to be saved would overwrite the backup copy of the first one. To overcome this problem you could call the files letterA and letterB.

If a bak directory is not found within the directory in which the search is made, a dialog box will appear to warn you that no backup will be made.

Select **Continue** to save the file without a backup. If you select **Cancel**, you can then use the **Save as...** command to save the file in a different directory where a bak directory and therefore a backup facility is available.

### Saving with a new name

To save the whole of your document with a new name, or in a different directory, select **Save as...** in the **File** menu. When the dialogue box appears, you can choose a new disc, directory path, or name for your document. If there is already a file with the name you have selected, in the directory you have chosen, 1st Word Plus will attempt to turn this file into a backup copy and save it in an appropriate bak directory. 1st Word Plus will then save your document in its place and close the text window, returning you to the startup screen.

### Save and resume

You are recommended to save your document files to disc at regular intervals, especially if you are working on large documents. This will guard you against losing what might amount to hours of work through something like loss of power, or absent-mindedly selecting the **Quit...** or **Quit all...** options. Select **Save and resume** in the **File** menu to save your file to disc and continue working on it without having to reload it.

### Saving part of your document

In order to save part of your document in a separate file, mark it as a block (see *Editing blocks* in the chapter *Editing documents*), then select **Write block...** in the **File** menu. When the **Write Block** dialogue box is displayed, you will be able to save the marked block to disc with the filename and in the directory of your choice.

Files which were saved from marked blocks can be treated in exactly the same way as any other file, and can, for example, be read back in to the same or another document using the **Read file...** command in the **File** menu or be opened and edited using the **Open file...** command.

## DELETING FILES

If there is not enough space on the disc when you try to save a document, an alert will be displayed saying that the disc is full. If this happens, you can delete files to make space on the disc. Alternatively, you can save your document file onto a different disc. For this reason, it is a good idea to always have one or two formatted discs to hand when using 1st Word Plus.

Select **Delete file...** in the **File** menu to display a dialogue box, from which you can choose a file to delete. Each time you delete a file, the dialogue box is redisplayed until you select **Cancel**. This allows you to delete several files one after the other.

Once a document has been loaded into the computer's memory in order for you to work on it, it is possible to delete both the original version and/or the backup copy of the document from the disc in order to create space on it, without affecting the version currently loaded into the computer.

Only do this if you are sure that you have not lost any text you might want during the current edit and then **SAVE** the document back to the disc immediately afterwards.

Do not confuse the redisplayed **Delete File** dialogue box with the **OPEN FILE** dialogue box. If you delete a file which is not also loaded into the computer's memory, you will lose it. To be doubly safe, make a separate backup copy of your document disc on another disc after every session with 1st Word Plus.

## INSTALLING A PRINTER

Whenever you load 1st Word Plus, it will install by default a **STANDARD** printer driver. This printer driver will enable you to get started with your printer, although it will not be able to print everything you can see on-screen.

In order to use all the features which your printer is capable of, you will need to install a suitable printer driver for it. A range of drivers for the most popular printers is provided in the `cfg` directory. If you have a printer which is not yet

supported by 1st Word Plus, instructions for creating your own customised printer driver can also be found in *Appendix B, Printer configuration*.

### Switching Printers within 1st Word Plus

Whenever you load 1st Word Plus, it searches in the directory containing 1stWord+ for the default printer driver 1wp\_print, and installs it for use when printing. If the default driver is not found, a warning message is displayed which you can remove by selecting **CANCEL**.

The 1st Word Plus Desktop indicates which printer is currently installed (and the output port it is connected to) in the printer display line immediately above the font table. If you have a text window open the printer information can be displayed by dragging the window size icon upwards with the mouse.

To install a different printer, follow these steps:

- Select the printer name in the printer display line with the mouse. 1st Word Plus will display the **Install Printer** dialogue box.
- Use the dialogue box to display the files in the c f g directory.
- Select the file for your printer, then select **OK** to install it. The font table will change its display to show you the characters available on the installed printer.

The selected printer will remain installed until you either exit from 1st Word Plus or select another printer.

### Changing the Output Port

To change the output port, position the mouse pointer over the port name in the printer display line and press select to switch between the parallel (Printer) and serial (Modem) ports or the network printer.



### Installing a New Default Printer

To install a new default printer, follow these steps (before loading the 1st Word Plus program):

- Delete or rename the file currently called `1wp_print`.
- Copy the required printer file into the directory containing the 1st Word Plus program and give it the name `1wp_print`.

(See your Archimedes *User guide* for instructions on copying and renaming files.)

## PRINTING YOUR DOCUMENT

1st Word Plus enables you to do background printing, where you can print out one file whilst simultaneously creating, editing, and saving others. However, you must previously have saved to disc the file you want to print out (see the section *Saving your document* in this chapter for details how to do this).

To print a file, select **Print file...** in the **File** menu or press **Print**. If you do not have a suitable printer driver installed, an **Install Printer** dialogue box will be displayed to allow you to install one. When the **Print File** dialogue box appears, use it to select the file you wish to print. Select **OK**, and 1st Word Plus will display the **Print File** dialogue box, which asks you a number of questions about formatting and print quality:

Print File					
Print Pages from	<input type="text" value="1"/>	to	<input type="text" value="999"/>		
Page number offset	<input type="text" value="0"/>				
Left margin offset	<input type="text" value="8"/>				
Alternate left margin	<input type="text" value="0"/>				
Number of copies	<input type="text" value="1"/>				
Swap headings on alternate pages	<input checked="" type="radio"/>	<input type="radio"/>			
Print quality	<input checked="" type="radio"/>	<input type="radio"/>			
<input type="button" value="Cancel"/>		<input type="button" value="OK"/>			

Printer Installed:	Port	Space
! " # \$ % & ' ( )	> ?	Return
@ A B C D E F G H I	^ _	Delete ↵
` a b c d e f g h i	~	Delete ↵
		Tab
		Fixed Space
		Caps Lock

F1 Bold	F2 Under	F3 Italic	F4 Light	F5 Super	F6 Sub
F7 Insert	F8 Del Lin	F9 Indent	F10 Fixed sp	F11 Centre	F12 Reformat

Select any of the number boxes to move the cursor bar into it, allowing the number to be edited.

### **Print pages from ... to ...**

These two numbers tell the printer on which page of the file to start and finish printing.

### **Page number offset**

This number (sometimes called the folio number) is added to the page numbers in the document as it is printed. This is a very useful feature if you are printing consecutive files, such as chapters in a book. If chapter 1 ends at page 50, type in '50' as the page number offset for chapter 2, and the first page number printed will be '51'.

### **Left margin offset**

This number tells the printer how many character positions to move the print head across the platen before it begins printing. You may need a left margin offset to avoid the row of perforations on the edge of fanfold printer paper, or because you have an offset sheet feeder.

### **Alternate left margin**

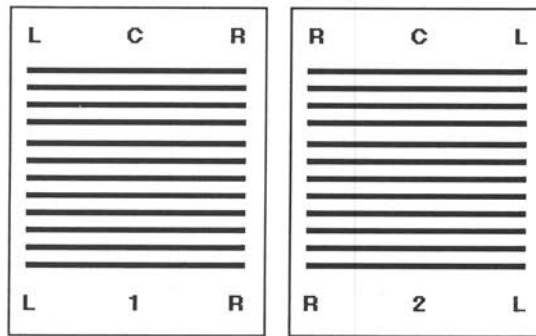
This instruction allows you to set a different width of left margin which will be used for the even numbered pages in your document. The width set in the previous instruction will then only be used for the odd numbered pages. If, for example, you are printing a document that is, or will be photocopied onto both sides of the paper, and want a wider margin near the binding of this document to allow you to punch holes there, the wider margin will need to be at the left on odd numbered pages and at the right on the even ones. Although you cannot actually set the right margin as such, you can do so indirectly by varying the width of the left margin. Careful selection of the size of the two left margins can be used to create the desired effect.

### Number of copies

This number tells 1st Word Plus how many times to print out the file.

### Swap headings on alternate pages?

If you select **Yes**, the left and right-hand components of your header and footer lines will be reversed on even-numbered pages, allowing you to print double page layouts. This facility is often combined with the use of the *Alternate left margin* facility above.



("Even-numbered" here refers to the page numbers '2', '4', '6', etc. actually printed on each page, not the physical pages 2, 4, 6, etc.)

## Print quality

If you have installed a near letter quality (NLQ) dot matrix printer, this option allows you to select either draft or NLQ print.

If you have installed a daisywheel printer, then selecting NLQ mode will make the printer pause whenever it is asked to print italic or light text. The printer driver will prompt you to change daisywheels at each style change.

Make sure your printer is properly connected, switched on, "on line", and loaded with paper. Check your selections on the **Print File** dialogue box, then select **OK**. When printing, the **Print file...** option in the **File** menu changes to **Printing...**, and has a tick beside it.

Note: Background printing will pause whenever a dialogue box, an alert, or a menu is displayed on the screen.

To pause or stop printing, select **Printing...** in the **File** menu. The tick will disappear, and a **Printing** dialogue box will be displayed giving details of the printer and the page currently being printed. If you now select the **OK** box, printing will simply continue. To abandon printing, select the **STOP** box.

To pause printing, select the **PAUSE** box. The dialogue box will disappear but the printing will not continue until you again select **Printing** in the **File** menu. A dialogue box headed **PAUSED** will then appear. To restart printing, select the **RESTART** box. If you select the **OK** box the printing will again be halted awaiting further instructions. If you select **STOP**, printing will be abandoned.

If your printer driver is installed to pause between pages, then the **Printing File** dialogue box will be displayed after each page while the program waits for you to load the next sheet of paper. However, this will only happen if you have not got a text window open. If a text window is open, printing will just pause between pages, and you must then select **Printing...** in the **File** menu to restart printing.

## QUITTING 1ST WORD PLUS

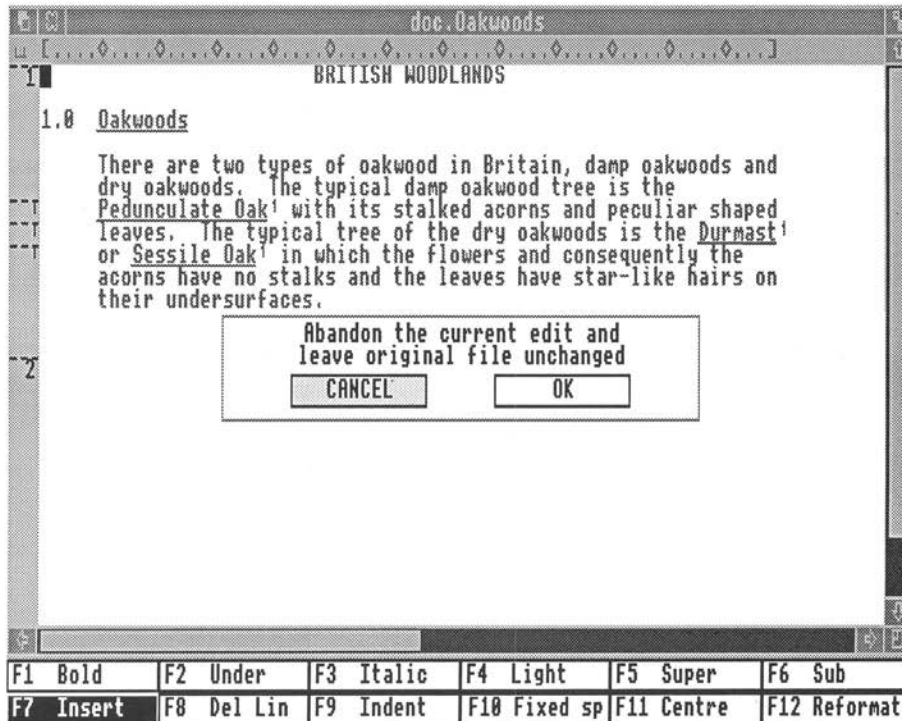
To quit 1st Word Plus, you must either:

- select **Save file** or **Save as...** from the **File** menu to save your document to disc and return to the startup screen, or
- abandon the current edit by selecting **Quit...** in the **File** Menu or the close box in the text window. An alert message will appear warning you that you are about to close the file without having saved it and giving you a chance to cancel the instruction before the file is actually closed. You will be returned to the startup screen.

If you are doing background printing, you must either wait for it to finish or intervene to stop it before you can exit from 1st Word Plus.

Finally, select **Quit...** from the **File** menu to quit 1st Word Plus itself. You will be returned to the operating system command line. Press **RESET** if you want to get back to the desktop (and your machine is configured to do so).

To abandon all your current edits at the same time without saving any changes, select **Quit all...** in the File Menu. The program will display the following Alert:



Select **OK**, and 1st Word Plus will close all your edit windows together with the 1st Word Plus program.

## CALLING UP THE MENUS

The menus are called up by pressing **menu** on the mouse. It does not matter where the mouse pointer is at the time you call up the menus.

If a menu entry has an outline arrowhead to its right, it means that the menu option will give you access to another set of menu entries. These entries can be called up by moving the mouse pointer onto the arrowhead.

Menu entries which do not have an arrowhead to their right are selected by moving the mouse pointer over them and pressing **select**. As you move the mouse pointer over the menu entries you will notice that a white box appears behind the entry currently beneath the pointer. Menu entries which are temporarily unable to be used, for example some of the **Block** menu entries when no block has been marked, also have a white background, but in addition their text is a much lighter shade of grey.

If you select a menu entry ending in '...', (eg **Open file...**) 1st Word Plus will display a dialogue box asking for further information before carrying out the command. Other menu commands will be carried out immediately, unless you have selected **Extra help** in the **Help** menu.

If there is a keyboard shortcut which performs the same function as the menu command the key combination will be shown on the right of the menu entry sub-heading. The symbol ^ on the menus represents **Ctrl**, hence ^Z would mean press **Ctrl** and Z together.

## THE FILE MENU



### Open file...

This command displays a dialogue box which allows you to choose a document file to open for editing. You may have up to four files open at one time. Non-document files (such as supplementary dictionaries or the printer installation files) may also be edited with 1st Word Plus.



If the filename you specify does not already exist, 1st Word Plus will ask you to confirm that you want to create a new file, and will then look for a format file in the directory that you are currently working in. If it finds a format file, it will then read it into the beginning of your new file. (See also the chapter *Document layout* for more information on format files and dialogue boxes.)

The **Open file...** dialogue box displays the directory path `doc.*` and the filename `untitled` by default whenever 1st Word Plus is loaded in.

(See also the chapter on *Document layout* for further information on *Filenames*.)

### **Print file...**

This command enables you to print a file. The file must, however, have been saved to disc before you can print it. A dialogue box will be displayed allowing you to select the file you wish to print out. Pressing **Print** will also reveal the **File** dialogue box.

If your printer driver is installed to pause between pages, an alert will be displayed after each page while the program waits for you to load the next sheet of paper.

### **Save file**

Select this command to save the current file to disc with its original filename. Each time a new version of a file is saved 1st Word Plus turns the last version that was saved into a backup copy by changing the last directory element of its name to `bak`, (`doc.american` would become `bak.american`, for example). If a `bak` directory is not found, a dialogue box will appear to warn you that it will not be possible to make a backup copy, and offer you the option of cancelling your save command. After being saved the file will be closed and you will be returned to the 1st Word Plus start-up screen.

### **Save as...**

Select this command to save the current file to disc with a new filename. A **File** dialogue box will appear allowing you to select a new directory and filename. If

a file already exists with the new name you choose, it will be turned into a backup copy, provided that an appropriate bak directory can be found. After being saved the file will be closed and you will be returned to the 1st Word Plus start up screen.

### Save and resume

This command saves the current file to disc without closing the file. After saving, the cursor returns to its previous position in the document.

### Read file...

**Ctrl** R

This command allows you to choose a file to insert into the current document at the cursor position.

### Write block...

**Ctrl** W

This command saves the current marked block to disc with a filename of your choice.

### Delete file...

This command allows you to delete files from disc, and can be used for example, when there is insufficient room to store a new document on the disc.

Delete file... allows you to delete several files one after the other. After each deletion the item selector will be redisplayed until you select **Cancel**.

### Quit...

If you select **Quit...** while you are editing a document, the current edit is abandoned (leaving the last saved version of the document unaltered) and the text window is closed. You can also close a file by selecting the quit icon in the top left-hand corner of the text window.

If you select **Quit...** when no documents are being edited or printed, the 1st Word Plus program will close down.

## Quit all...

This command closes all current text windows, abandoning all edits made since the documents were last saved. The 1st Word Plus program is then also closed down.

## THE EDIT MENU



The **WP mode**, **Hyphenation**, **Insert mode**, and **Word wrap** options are ticked when they are switched on.

### Find...

Ctrl F2

Select this command to search for a specific string of text in your document. If the string is found, the cursor will be placed either on the first character of the string (backwards search), or on the character immediately after the string (onwards search). If the string is not found, the cursor will be placed at the start or end of document, depending on the search direction.

### Replace...

Ctrl F3

Select this command to search for a specific string of text in your document and replace it with a second one. If you specify replacement of **One** or **All** matches, **Replace...** will search and replace automatically. If you specify replacement of **Some** matches, **Replace...** will find and display each match and ask you whether or not to replace the string or **Cancel** the search. If the search string is not found, the cursor will be placed at the start or the end of your document, depending on the search direction.

### Repeat find

Ctrl F1

Select this command to automatically repeat the last **Find...** or **Replace...** using the same choices. If the **Find...** or **Replace...** command finished at the start or the end of your document, then the search direction will be reversed for **Repeat find**.

**Statistics...**

Ctrl Z

This command displays the number of pages, lines, and words in the current document, as well as its size in bytes. **Statistics...** also displays the amount of free memory remaining in your Archimedes and on the disc you select.

**WP mode**

This option allows you to switch Word Processing mode on and off. Switch **WP mode** on to tell 1st Word Plus to store page breaks and style changes etc. in your document. Files created in the doc directory have **WP mode** switched on by default.

Switch **WP mode** off if you want to work on non-document files. Only ASCII data will then be stored in them. With **WP mode** off, you will not be able to use

- indents
- any kind of page break
- any of the **Style** menu commands
- **Hyphenation** and **Word wrap**
- the text pitch, right justification, and line spacing options on the ruler line.

All spaces in files created with **WP Mode** switched off are fixed spaces, and paragraphs containing them cannot be reformatted.

**Hyphenation**


This option allows you to switch automatic hyphenation on and off. If you switch **Hyphenation** on, 1st Word Plus will try to hyphenate long words when you reformat. This option is only available in **WP mode**.

**Insert mode**

F7 key, icon or Insert

Select this option to switch Insert mode on and off. If Insert mode is switched off, any new text you type in at the cursor position will overwrite the existing text. If it is switched on existing text will move rightwards when new text is typed in. The F7 icon appears in white on black when insert mode is switched on.

## Word wrap

Select this option to switch **Word wrap** on and off. With **Word wrap** switched on, text is moved onto the next line when you go past the right margin. With **Word wrap** switched off, the right margin is ignored, and you can continue typing on the same line until you press  or reach the 160 character limit. This option is only available in **WP mode**.

## Set mark...

Use this command to set or redefine up to four position marks anywhere in your document. Marks are set at the current cursor position.

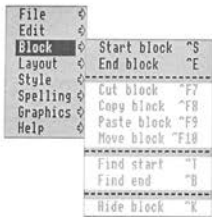
## Goto mark...

This command moves the cursor to one of the position marks defined by the **Set mark...** command.

## Goto page.../Goto line...

This command allows you to move the cursor to the top of a given page in your document. If you specify a page number greater than the last page in your document, the cursor will be placed at the top of the last page. This option becomes **Goto line...** in non-**WP mode**.

## THE BLOCK MENU



The commands in the **Block** menu allow you to create and work with blocks of text and/or pictures. Blocks are sections of a document of any length. Areas of text within them will be highlighted with a black background. A document can have only one block marked at any time, and marking a second block will cause the first block to be hidden.

**Start block**

[Ctrl] S

Select this command to define or redefine the start of your block at the current cursor position.

**End block**

[Ctrl] E

Select this command to define or redefine the end of your block at the current cursor position. An alternative method of redefining the end of a marked block is to double-click **select** at the cursor position.

Although block start and end positions must be inside the window when they are defined, 1st Word Plus will remember block positions when they move off screen. Once a block has been defined, it will be highlighted and will remain so until you use **Hide**, **Cut block**, **Reformat...**, or [F12].

**Cut block**

[Ctrl] F7

Use this command to copy a marked block onto the clipboard then cut it from your document. A dialogue box will appear when the block has been copied. When you select the OK box, the block will be cut from your document. The contents of the clipboard can later be pasted back into your document at any point. Should you try to copy another block onto the clipboard, before the existing contents have been pasted back into the document, a warning message will appear, because, if you did so, the existing contents would then be lost.

**Copy block**

[Ctrl] F8

This command copies a marked block to the clipboard without cutting it from your document. Note that **Copy block** will overwrite the clipboard contents in the same way as **Cut block**.

**Paste block**

[Ctrl] F9

This command pastes in a copy of the clipboard contents at the cursor position in the current window. The contents of the clipboard remain intact, so you can paste the block in at more than one position in one or more documents.

### Move block

Ctrl F10

This command moves the marked block to the current cursor position in the same window. Note that **Move block** uses the clipboard, and will therefore overwrite any existing contents it may have.

### Find start

Ctrl T

Use this command to move the cursor to the start of the marked block.

### Find end

Ctrl B

Use this command to move the cursor to the end of the marked block.

### Hide block

Ctrl K

This command removes the highlighting and start and end markers from a block. The contents of the clipboard are unaffected. Using **Reformat...** or **F12** or pressing and holding down **select**, will also unmark a block.

## THE LAYOUT MENU



### Show ruler

Ctrl L

This command allows you to turn the ruler line display at the top of the text window on and off. If the current ruler is displayed, **Show ruler** will have a tick by it.

### Show position

Ctrl P

This command allows you to turn the cursor position display at the top of the text window on and off. When the option is turned on the **Show position** menu entry will have a tick by it. If **WP mode** is also switched on, details are given of the page, line and column where the cursor currently appears. If **WP mode** is not switched on, only the line and column will be given. The cursor position is

displayed in place of the ruler line, and vice versa. You can create an extra line in the text window by turning both **Show ruler** and **Show position** off.

### Page layout...

Select this option to display a form allowing you to specify the header and footer lines and page layout for each document.

### Add ruler...

**Ctrl** A

Select this option to insert a new ruler into your document at the current cursor position. Rulers can only be added in **WP mode**, and will control the following options:

- character pitch (the number of characters per inch)
- spacing between tab stops
- tab leader character
- ruler length
- justification
- line spacing.

### Delete ruler

**Ctrl** D

Select this command to delete the ruler controlling the current cursor position.

### Read ruler...

**Ctrl** G

Select this command to display a **File** dialogue box. 1st Word Plus will take the file you select, and read the first ruler it contains into your document at the cursor position.

### Footnote format...

Select **Footnote format...** to display a dialogue box allowing you to format the rule separating the footnotes from the main body of the text. The length of the rule is measured in character widths and the pitch of these characters is taken from the footnote ruler.



Add footnote...

Ctrl F4

Select **Add footnote...** to add a footnote at the cursor position. You can add footnotes wherever you like, except in header lines, footer lines, or in footnotes themselves.

## THE STYLE MENU



The **Style** menu is used to select character style options and some text formatting features.

### **Bold**

F1 key or icon

This command turns boldface characters off or on. If selected the style will be applied either to text which you type in at the cursor point, or to the text of a marked block. The F1 icon appears in white on black and the menu entry is ticked when boldface type is switched on.

### **Underline**

F2 key or icon

This command turns underlined characters off or on. If selected the style will be applied either to text which you type in at the cursor point, or to the text of a marked block. The F2 icon appears in white on black and the menu entry is ticked when underlined text is switched on.

### **Italic**

F3 key or icon

This command turns italic characters off or on. If selected the style will be applied either to text which you type in at the cursor point, or to the text of a marked block. The F3 icon appears in white on black and the menu entry is ticked when italic text is switched on.

### **Light**

F4 key or icon

This command turns lightface characters off or on. If selected the style will be applied either to text which you type in at the cursor point, or to the text of a

marked block. The F4 icon appears in white on black and the menu entry is ticked when lightface type is switched on.

### **Superscript**

**F5** key or icon

This command turns superscript characters off and on. If selected the style will be applied either to text which you type in at the cursor point, or to the text of a marked block. The F5 icon appears in white on black and the menu entry is ticked when superscript is switched on.

### **Subscript**

**F6** key or icon

This command turns subscript characters off and on. If selected the style will be applied either to text which you type in at the cursor point, or to the text of a marked block. The F6 icon appears in white on black and the menu entry is ticked when subscript is switched on.

### **Centre**

**F11** key or icon

This command centres the line containing the cursor between the left and right margins.

### **Right**

**Ctrl F11**

This command aligns the line containing the cursor with the right-hand margin, leaving a ragged left-hand margin even if justification is turned on for the current ruler.

### **Indent**

**F9** key or icon

Select this command to indent a whole paragraph by one tab stop. Position the cursor at the beginning of the first line of the paragraph, then select the command. Selecting the command more than once with the cursor in the same position will increase the indent by one tab stop each time. You will need to reformat the paragraph after inserting an indent. The tab stop positions are taken from the current ruler line. When you press **↵** at the end of the paragraph, the indent is cancelled, and will not be carried over to the next paragraph.

## Reformat...

Select **Reformat...** whenever you:

- change your text by deletion or insertion
- alter the size of an indent
- switch justification on or off
- modify the right or left-hand margin
- insert a new ruler.

Use the **[F12]** key or icon to reformat single paragraphs. You will not be able to reformat any text created with **WP mode** switched off, since all spaces will be fixed spaces.

## THE SPELLING MENU



### Load dictionary

Select this command to load in the main spelling dictionary from the same directory and disc as the program. 1st Word Plus subsequently displays a dialogue box to allow you to load in a supplementary dictionary.

### Check spelling

Select this command to check the spelling in your current document from the cursor position onwards. 1st Word Plus will flag any word it does not recognise by placing the cursor after it. You then have the choice of adding the word to the dictionary (if it is correctly spelled but not yet included), or of replacing the word in your document (if it is incorrectly spelled) either by the normal editing process or by using the **Browse...** option.

Select **Check spelling** again or press **[Esc]** to continue the spelling check after making the necessary amendment.

### Continuous check

Ctrl C

This option allows you to check the spelling of each word as you type it in. When you move the cursor off a word that is not listed in a currently loaded dictionary, either by typing a space after the word, or by using the cursor keys, your Archimedes will warn you with a short high-pitched note so that you can check the spelling. The menu option is ticked when it is switched on. Select it a second time to switch it off.



### Browse...

Ctrl F5

Select this command to display the dictionary browser, which will allow you to:

- automatically correct spelling mistakes in your documents
- add new words to the dictionary
- scan the dictionary for unwanted entries (See the chapter *Editing documents* for details of how to delete these entries).

The dictionary browser displays a block of 10 words at a time on screen. Use the up and down arrows to the right of the word blocks to search through all the words in the spelling dictionary beginning with the same letter as the word on the **Find line**.

To find a particular word, type it in on the **Find line**, then select **Find** or press . If the **Find line** already contains an unwanted word, clear it by pressing  before entering the new word. The program will search for the word you have specified and display the relevant part of the dictionary. If the word is in the dictionary, it will be highlighted at the top of the browser.

### Add word

Ctrl F6

This command allows you to add new words directly to the supplementary dictionary. The word that is added will be the last word that the spell checker detected as missing from the currently loaded dictionaries, unless you have altered the **Find line** of the browser after that word was detected, in which case it will be the word that currently occupies the **Find line**.

## End spell check

Use this command to finish a session of checking your spelling or adding words to the supplementary dictionary. A dialogue box will be displayed to allow you to save the altered supplementary dictionary onto disc. Select **CANCEL** to abandon any additions you have made.

## THE GRAPHICS MENU



### Graphics mode

This command allows you to switch graphics mode on and off. You may want to switch it off in order to save memory or to avoid confusion when editing text that is overlaid by graphics. When you first load a picture **Graphics mode** will automatically switch on, unless you have intentionally switched it off, to allow you to paste pictures into your documents. When **Graphics mode** is switched on, it will have a tick by it.

### Read picture...

**Graphics mode** must be switched on before using this command. When you select the command a dialogue box is displayed. Use the dialogue box in the same way as you use an **Open file...** dialogue box to select the picture of your choice. Select **OK** to paste the picture into your text at the current cursor position.

### Delete picture

Position the cursor on one of the lines containing the picture you want to delete, then select this command. The picture will go into reverse video, and 1st Word Plus will ask you to confirm that you want to delete the selected picture. If there is more than one picture on the line the program will select the first one it finds. If this is not the one you wish to delete, you may have to move the one you want to a line with no other pictures on it before you can delete it in this way.

## WHAT IS 1ST MAIL?

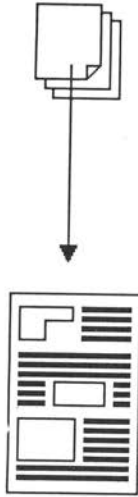
1st Mail is a mail merge program for use with 1st Word Plus. A mail merge program allows you to produce a series of documents which differ from each other only in certain details. The classic use of this kind of program is to send the same letter to a number of different people. Two files, one containing the letter and the other the addresses, are merged, hence the name "mail merge".

For example, you might work in the marketing division of a large corporation, and you want to send a letter to all your customers announcing a new product. To do this with 1st Mail, you would first create a "master document" with 1st Word Plus. The master document is the part that is common to all the letters ie the message itself.

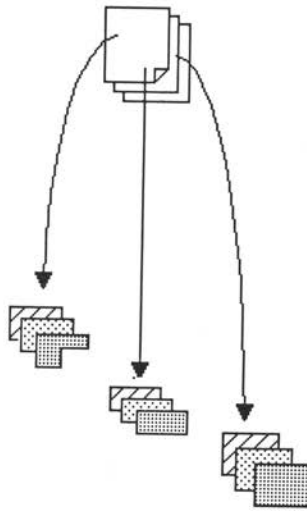
The part that is different in each letter is the variable data, such as the customers' names and addresses. You can create a file in 1st Word Plus which contains this variable data. We call this the **datafile**.

Alternatively, you can produce your own datafiles using 1st Word Plus. By merging the variable data for each customer into the master document, a series of personalised letters is created, although you have only needed to type in one. The process of merging the datafile into your master document is carried out by 1st Mail using a set of easy to understand commands.

document file



datafile



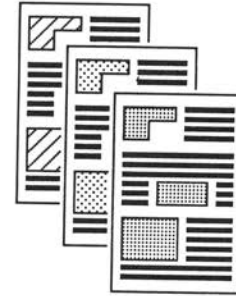
master document

+

personal data

=

personal letters



Of course, you are not restricted to producing letters with 1st Mail. You can, if you wish, use 1st Mail to produce multiple copies of any document, such as party invitations or office memos.

## LEARNING ABOUT 1ST MAIL

This chapter provides an introduction to 1st Mail and tells you how to run 1st Mail on your Archimedes.

**1ST MAIL TUTORIAL** takes you step by step through a tutorial session.

**USING 1ST MAIL** provides detailed information on the production of formatted documents using command files and datafiles.

**1ST MAIL COMMANDS** is a reference section providing brief summaries of all the commands used in 1st Mail.

**APPENDIX A** contains instructions for printing address labels using 1st Mail.

## MAKING A BACKUP COPY

Before you begin using 1st Mail, you are strongly advised to make at least one backup copy of the program disc. (See the *Archimedes User guide* for details of how to copy discs.)

## PRINTER CONFIGURATION FILES

1st Mail uses the same printer configuration file as 1st Word Plus (`1wp_print`). Both 1st Mail and the printer configuration file must be stored in the same directory.

## INSTALLING A PRINTER

Whenever you load 1st Mail into your Archimedes, it will look for a 1st Word Plus printer driver in the same directory. If the appropriate printer file cannot be found, 1st Mail will display a warning. If the warning is displayed, you can select **OK** to direct subsequent output to disc instead of the printer. You may want to do this in any case, so that you can review the results of the merge before you print them out.



The type of printer installed, together with the type of port it uses, appear in the printer information strip along the bottom of the screen. You can change the printer type while you are using 1st Mail by positioning the mouse pointer over the printer name and pressing select. A dialogue box will appear allowing you to install a different printer. The output port selected can also be changed by positioning the mouse pointer over its name and pressing select. The four options Parallel Port, Serial Port, Network Port and Disc will appear in rotation.

The next time you try to merge to the printer, 1st Mail will look for the appropriate new printer driver. If it cannot be found, 1st Mail will display a warning to allow you to redirect your merged output to disc.

## RUNNING 1ST MAIL

The following are the instructions for running 1st Mail from a floppy disc. If you have an Archimedes with a hard disc, see the *Release note* supplied with the software for details on how to install and use 1st Mail on your hard disc.

### To run 1st Mail from the desktop:

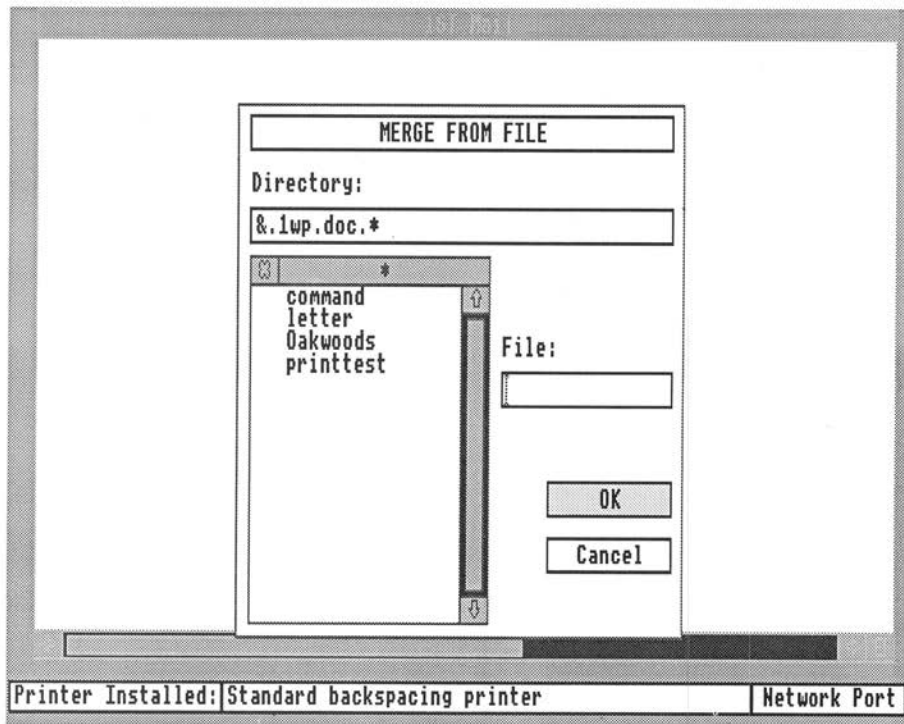
- 1 Insert your 1st Mail program disc into the disc drive. Select the disc drive icon to open it.
- 2 Select the library icon.
- 3 Select 1st Mail.

### To run 1st Mail from the command line:

- 1 Insert your 1st Mail program disc into the disc drive.
- 2 Type:

```
1stMail 
```

When 1st Mail has loaded, you will see the following screen with a Merge From dialogue box in the centre:



## 1ST MAIL FILES

In addition to the 1st Mail program in the `Library` directory, along with 1st Word Plus, there are two other directories used by 1st Mail. These are `.mrg` and `.dat`. `.mrg` contains finished documents which have been processed through the mail merge, with the items of individual data inserted. You can divert the output of the mail merge to this directory if you do not want, or are not able, to print them out directly. `.dat` contains data files, which provide the variable information to "customise" the master document, such as individual names and addresses a letter is to be sent to. Command files may be kept in the `.doc` directory.

## RUNNING A MAIL MERGE

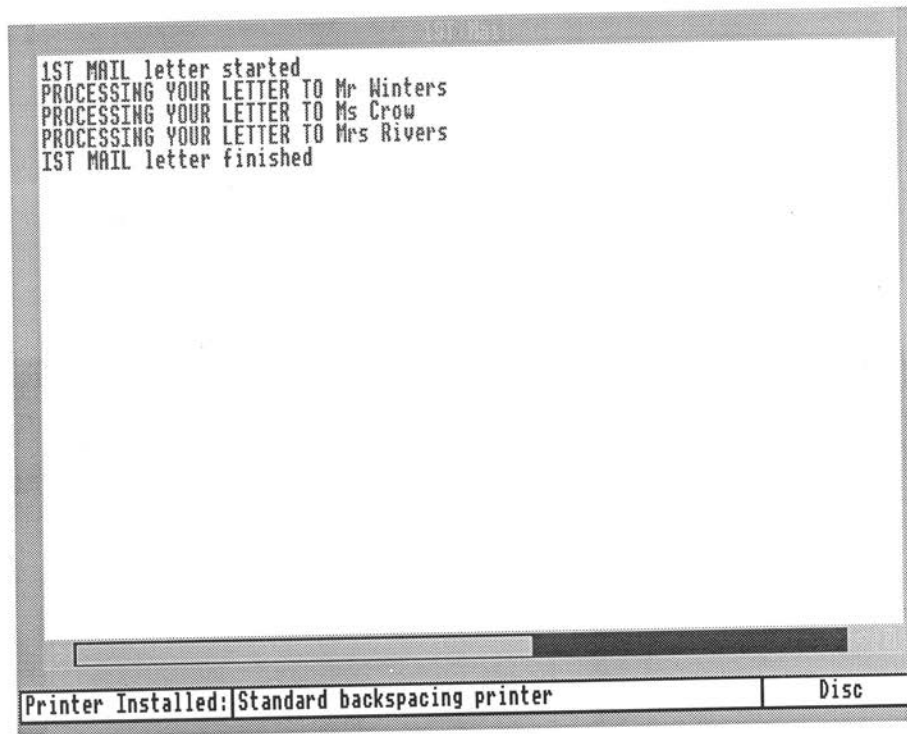
Your 1st Mail disc contains examples of a master document and a datafile, to provide a tutorial session to help you get to know the basic features of the program. You should remember, however, that not all the 1st Mail facilities are covered in this tutorial. (For fuller details of these, consult the chapter "Using 1st Mail".) Conversely, the tutorial session includes features which you may not use in every merging session.

- 1 First run 1st Mail, as described in the preceding section.

Note: unless you specify otherwise, 1st Mail will try to send your merged documents directly to a printer. For this exercise, your merged documents should be sent to disc so that you can look at them in detail later, so select **CANCEL** on the **Merge From** dialogue box. Position the mouse pointer over the current output port in the printer information strip at the bottom of the screen and press select repeatedly until Disc appears in the output box. Then call up the menus by pressing menu and select **Merge From...** to return to the **Merge From** dialogue box.

- 2 Use the dialogue box to select the file called `letter` which should be in the `doc` directory. (See the 1st Word Plus documentation for details of how to use dialogue boxes.)
- 3 If you are merging to disc, the **Merge From** dialogue box will then be replaced by a **Merge To** dialogue box. The **File** dialogue box will automatically display the name of the original master document file (or other master document) in this case `letter`. The directory box will show a path leading to a directory called `mrq`. You can, however, alter both the name of the new file and/or its directory path using the dialogue box in the usual way. Remember to ensure that all the directories you will need for your chosen paths are in existence before you load the program, or 1st Mail will be unable to proceed. (The directories you require for this tutorial have already been created for you.)
- 4 Begin the merging process by clicking on OK or pressing .

- 5 The **Merge to** dialogue box will disappear. There will be a few seconds delay while 1st Mail begins to process the master document, then the message 1ST MAIL letter started will be displayed.
- 6 A **Datafile** dialogue box will be displayed to allow you to select a datafile for use in the merging process. Select the file address, which should be in the dat directory, then select **OK** or press .
- 7 1st Mail will use the datafile addresses on the program disc to process four letters to different people. When the merging process is finished, the screen will look like this:



Note: 1st Mail can be halted AT ANY TIME during the merging process by holding down the select button on the mouse.

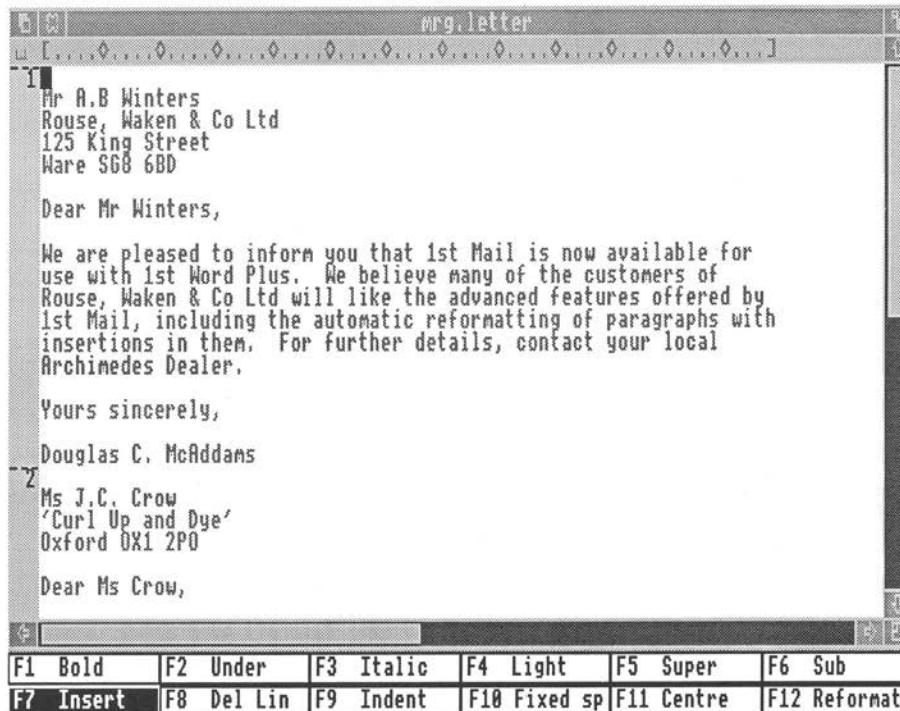
- 8 Exit from 1st Mail by calling up the menus and selecting Quit...

Now load in 1st Word Plus to examine in detail the various files used and produced in this sample mail merge session: the master document (`letter`) in the `doc` directory, the datafile (`address`) in the `dat` directory, and the document file containing the merged letters (`letter`) in the `mrq` directory.

## THE MERGED LETTER

The mrg file `letter` contains four merged copies of the letter you just created when you ran the mail merge. When you have loaded 1st Word Plus, you can open the merged file and examine the copy letters.

When the **File** dialogue box appears on screen, select the `letter` file in the `mrg` directory. The first merged letter in this file will look like this:



The screenshot shows a text editor window titled "mrg.letter". The text inside is a merged letter. It starts with a cursor at the beginning of the first letter. The first letter is addressed to Mr A.B Winters at Rouse, Waken & Co Ltd, 125 King Street, Ware SG8 6BD. The letter body says: "Dear Mr Winters, We are pleased to inform you that 1st Mail is now available for use with 1st Word Plus. We believe many of the customers of Rouse, Waken & Co Ltd will like the advanced features offered by 1st Mail, including the automatic reformatting of paragraphs with insertions in them. For further details, contact your local Archimedes Dealer." The signature is "Yours sincerely, Douglas C. McAddams". The second letter is addressed to Ms J.C. Crow at 'Curl Up and Dye', Oxford OX1 2PQ. The letter body starts with "Dear Ms Crow,". At the bottom of the window is a menu bar with function key shortcuts: F1 Bold, F2 Under, F3 Italic, F4 Light, F5 Super, F6 Sub, F7 Insert, F8 Del Lin, F9 Indent, F10 Fixed sp, F11 Centre, F12 Reformat.

F1 Bold	F2 Under	F3 Italic	F4 Light	F5 Super	F6 Sub
F7 Insert	F8 Del Lin	F9 Indent	F10 Fixed sp	F11 Centre	F12 Reformat

Each customer in your imaginary mailshot would get a similar letter, but with a different name, company, address, and so on. (Scroll through the letter file to see what the four different letters look like.)

When you type in your master document using 1st Word Plus, however, it will look like this:

```
doc.letter
[,,,,,.....,.....,.....,.....,.....,.....,.....,.....,.....,.....,.....,.....,.....]
Tread TITLE,INITIALS,name,COMPANY, address,CITY,ZIPCODE,COUNTRY
RAGGED
OMITBLANK
display "PROCESSING YOUR LETTER TO TITLE NAME"

TITLE initials name
company
address
city zipcode
country

Dear title name,

We are pleased to inform you that 1st Mail is now available for
use with 1st Word Plus. We believe many of the customers of
company will like the advanced features offered by 1st Mail,
including the automatic reformatting of paragraphs with
insertions in them. For further details, contact your local
Archimedes Dealer.

Yours sincerely,

Douglas C. McAddams
Zrepeat
```

F1 Bold	F2 Under	F3 Italic	F4 Light	F5 Super	F6 Sub
F7 Insert	F8 Del Lin	F9 Indent	F10 Fixed sp	F11 Centre	F12 Reformat



## THE MASTER DOCUMENT

The master document, or text file, which 1st Mail processes, contains special instructions controlling not only the layout of each letter as it is printed, but also the places where pieces of data have to be inserted. When you are preparing a master document such as a letter, it is a good idea to make a rough draft so that you can work out where the pieces of variable data have to go.

To view this example master document, select **Open File...** in the **File** menu. When the **File** dialogue box appears, select the `letter` file in the `doc` directory. (Only the first part of the master document will be visible, and you will need to scroll the screen to view it all.)

### Keywords and Commands

You will notice that this example master document has a number of sections which are distinguished from the surrounding text by being in light type. These pieces of light text fall into two groups: keywords and commands. There is a fixed set of commands in 1st Mail, but the keywords can be determined by the user and there can be as many as you like. The only restriction is that they must not be the same as any of 1st Mail's commands. Keywords and commands can be in upper case (READ) or lower case (read), as long as they are in light type. A list of the commands appears later in the section on *Text file commands* in the chapter *1st Mail commands*.

We will look at keywords and commands in turn to see how they are used.

## INTRODUCING KEYWORDS

Whenever 1st Mail comes across text in light type it first tries to identify it as a command. If it cannot identify it as a command, it will treat it as a keyword. A keyword is a prompt for the mail merge program to look for a piece of individual data to insert in a merged document. When you are typing in a master document, you will need to use keywords in all the places where you want 1st Mail to insert pieces of data, usually from a datafile. The keywords used in the example master document are as follows (keywords are entered in light type in the original document, and shown here in bold type):

<b>title</b>	<b>address</b>
<b>initials</b>	<b>city</b>
<b>name</b>	<b>postcode</b>
<b>company</b>	

The pieces of personal or variable data which correspond to these keywords, and which appear in the first sample merged letter above are as follows:

Mr	125 King Street
A.B.	Ware
Winters	SG8 6BD
Rouse, Waken & Co Ltd	

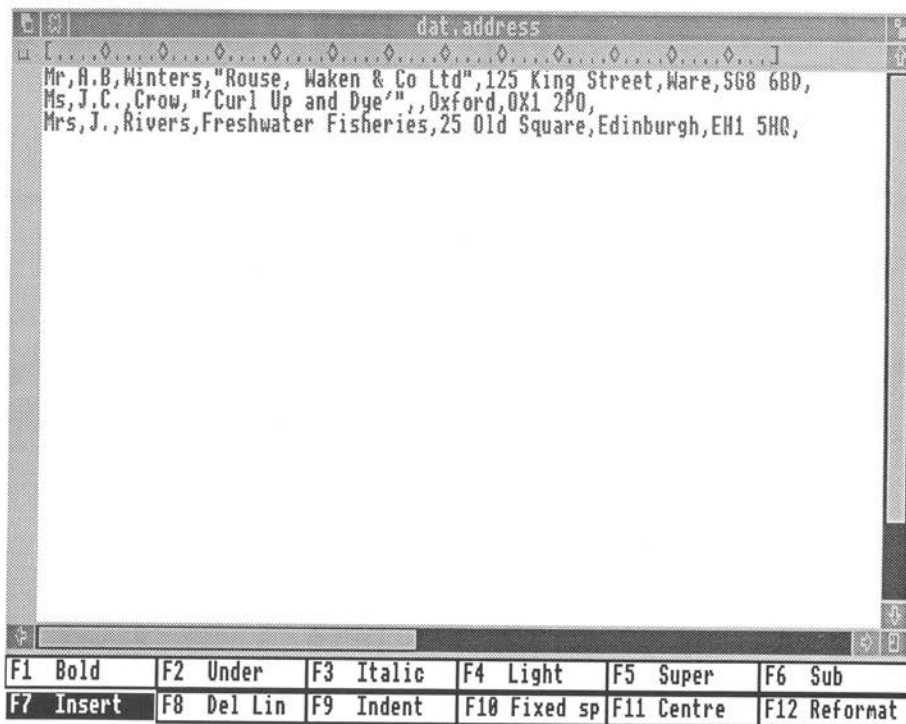
Note: These keywords are only examples invented for use in the tutorial session.

You can use as many of your own keywords as you like, provided that each keyword corresponds to a piece of data.

## THE DATAFILE

Before seeing how the data is inserted into your merged documents, let us have a brief look at the structure of the datafile.

The sample address list datafile you used in the tutorial (created with 1st Word Plus) is included on the 1st Mail program disc. To view this sample, select **Open File...** in the **File** menu. When the **File** dialogue box appears, select **address** in the **.dat** directory. You will see the following list:



(The longer lines can be viewed by scrolling the screen sideways if necessary.)

The datafile consists of 3 lines or **records**, with each line containing the variable data to be used in one merged document. Within each line, the pieces of data or **fields** are separated by commas. No space is left between the comma and the following item, because if such a space were left it would appear as a space before that item in the text of the letter itself.

Each line of data must contain the same number of fields as there are keywords following the read command, although some of the fields may be empty. A comma at the end of a line of data automatically creates an extra empty data field at the line end and is included when there are less data fields than items of data to be read.

Any data field which itself contains a comma must be enclosed in double inverted commas, or the program will take the position of the comma as the end of a data field.

The datafile must be created and stored by 1st Word Plus in non-WP mode.

## THE COMMANDS IN THE LETTER

Light type is also used to identify commands embedded in the master document (or other master document). The commands used in the tutorial example master document are **read**, **ragged**, **omitblank**, and **display** at the top, and **repeat** at the bottom (shown in this manual in **bold type**). You will notice that each command is at the beginning of a line, and that there is only one command on each line. All commands included in 1st Mail documents must be at the start of a line and there must not be more than one to a line.

We will now look at each of the commands used in the example master document in turn, starting with the group of commands at the top.

## Read

The **read** command tells 1st Mail to read in data fields from a datafile and associate each one with the corresponding keyword in the master document:

```
read title,initials,name,company, ...
```

1st Mail will then go to the first record in the named datafile (here `dat . address`) and link up the data in each field with the keywords in the line following the **read** command in exactly the same order:

```
Mr,A.B.,Winters,"Rouse, Waken & Co Ltd", ...
```

After this, whenever 1st Mail comes across the word `title` in light type, it will insert the piece of data "Mr" until it receives the next **read** command. The same process will be repeated for every keyword which 1st Mail encounters, and for which it has read a piece of data.

Note: Keywords must be in ordinary plain type when they are being defined following the **read** command, but in light type when they are to be used within the master document. (See example above)

## Ragged

The next command in the example master document is **ragged**, which specifies a ragged (unjustified) right margin:

```
We are pleased to inform you that 1st Mail is  
now available in the UK for use with 1st Word  
Plus. For further details, contact your local  
Archimedes dealer.
```

1st Mail will default to the type of margin in force in 1st Word Plus when you made your master document. If you want to change the setting for all or part of your merged letter, use the commands **ragged** or **justify** at the appropriate places to override the original setting. An example of justified text appears below.

We are pleased to inform you that 1st Mail is now available in the UK for use with 1st Word Plus. For further details, contact your local Archimedes dealer.

Once you have changed the setting, you will have to use the opposite command to return to the original setting.

### Omitblank

Following **ragged** in the example master document is the command **omitblank**. This tells 1st Mail that if a data field is empty for some reason, a blank line is not to be printed in place of the corresponding keyword in the text. Let us say that one of the records in the sample datafile has no data field corresponding to the keyword **address**, but simply reads:

Ms,J.C.,Crow,"Curl Up and Dye",,Oxford,OX1 2PO

If you specify **omitblank** in your master document, 1st Mail will print this address as follows:

title initials name	Ms J.C. Crow
company	'Curl Up and Dye'
city	Oxford
postcode	OX1 2PO

and the other addresses in the usual way:

title initials name	Mrs J. Rivers
company	Freshwater Fisheries
address	25 Old Square
city	Edinburgh
postcode	EN1 5HQ

If, on the other hand, you would like the addresses on all your letters to start and end in the same place on each page, use the command **noomit** to produce the following result:

title initials name	Ms J.C. Crow
company	'Curl Up and Dye'
city	Oxford
postcode	OX1 2PO

If you do not specify a choice, 1st Mail will print blank lines when a field is empty. Use **noomit** when you want to switch off **omitblank** and keep these lines blank in your documents.

### Display

The final command at the top of the example master document is of a different kind compared with the other commands. This command does not have any effect on the contents or the layout of each letter, but displays a message on the screen:

```
display "Processing your letter to title name"
```

The message in the example master document indicates which person's letter is currently being processed by 1st Mail. So far, the commands contained in the example master document have instructed 1st Mail to:

- 1 Read a set of data fields into the letter in place of the specified keywords.
- 2 Omit any blank lines where a data field is empty.
- 3 Make the right margin ragged (unjustified).
- 4 Display a message on screen indicating that 1st Mail is processing a letter to the name of the person contained in the first record of the specified datafile.

### Repeat

At this point, 1st Mail has carried out all these commands using the first record it encountered in the datafile `dat.address`. Without any further instructions, the program would simply stop, having produced one letter. The `repeat` command tells 1st Mail to go back to the very beginning of the master document or other document, and read through it again using the next set of data. The program will then carry on repeating this process until it runs out of data. In the example used here this results in 3 letters, because the datafile has only 3 records.



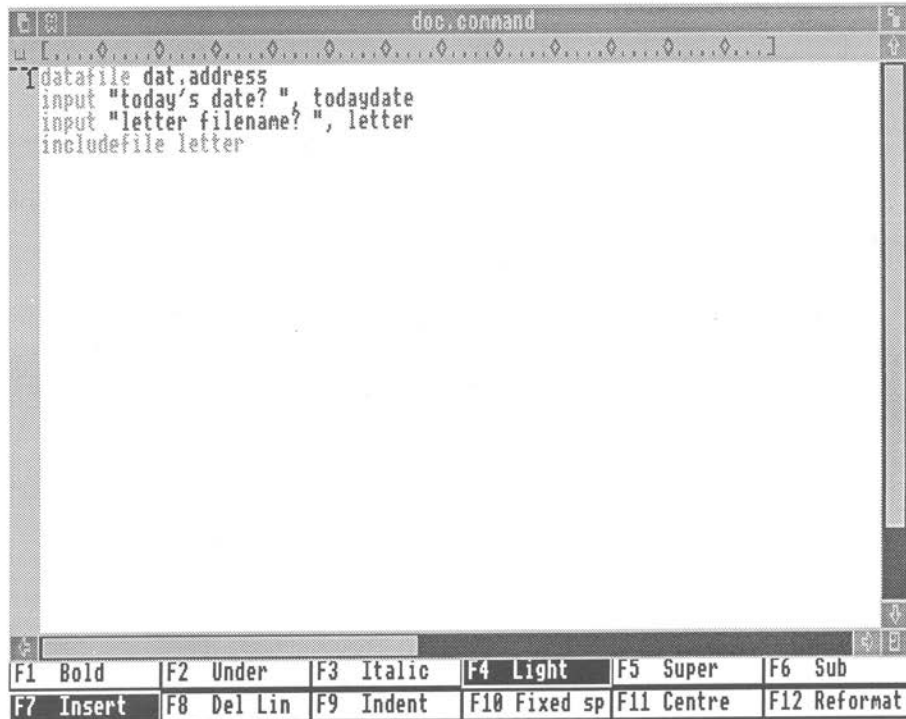


This chapter is a reference guide to creating mail merge documents using data files and command files. Some of this will already have been covered in the tutorial session in the previous chapter. The previous chapter also provides definitions of terms such as keywords, commands, fields and records used in this section.

## COMMAND FILES

A file which you create with 1st Word Plus for use with 1st Mail may consist almost completely of commands and keywords, with the text and data to be merged being "called up" from disc or entered by the user as needed. By using this kind of command file you can work with as many different documents and datafiles as you wish in one mail merge session with 1st Mail.

A sample command file created with 1st Word Plus is supplied on the 1st Mail program disc. To have a look at it, load in 1st Word Plus. When the dialogue box appears, select the file `command` in the `doc` directory then select OK. A window will open with the following contents:



```
datafile dat.address
input "today's date? ", todaydate
input "letter filename? ", letter
includefile letter
```

F1 Bold	F2 Under	F3 Italic	F4 Light	F5 Super	F6 Sub
F7 Insert	F8 Del Lin	F9 Indent	F10 Fixed sp	F11 Centre	F12 Reformat

By following the workings of this small command file step by step, you will be able to write command files to carry out more complex mail merge tasks of your own.

## Datafile

The `datafile` command tells 1st Mail to use the named datafile whenever the `read` command is encountered:

```
datafile filename
```

The program will then check that the datafile you have specified actually exists on disc, and will display an error message if it cannot be found. If you do not specify a filename, a **Datafile** dialogue box will be displayed to allow you to choose a datafile. If you do specify a datafile, and it is not in the current directory, you will need to specify a directory path in front of its name to allow the program to find it.

## Input

The `input` command used in the next two lines of the example command file tells 1st Mail to display the text between the quotation marks on the screen and wait for a reply:

```
input "today's date? ", todaydate  
input "letter filename? ", letter
```

This is what is known as an interactive command, since it asks you to enter information while the program is working. One consequence of this is that there is no absolute necessity to use datafiles with 1st Mail at all. It is quite possible (but time-consuming!) to have all the necessary data entered interactively by the user using a series of `input` commands.

1st Mail will then take the reply and identify it with the keyword (eg `todaydate`) after the comma. Whenever 1st Mail subsequently encounters the keyword in this mail merge session, it will substitute the reply that was typed in.

Again, if you wish to name a file in one of your answers, and that file is not in the current directory, you must precede its name with a directory path which will allow the program to find it.

Note: If, for any reason, you wish to break off a 1st Mail merge procedure which includes input commands, hold down select and press  while the program is waiting for the reply to an input command.

### **Includefile**

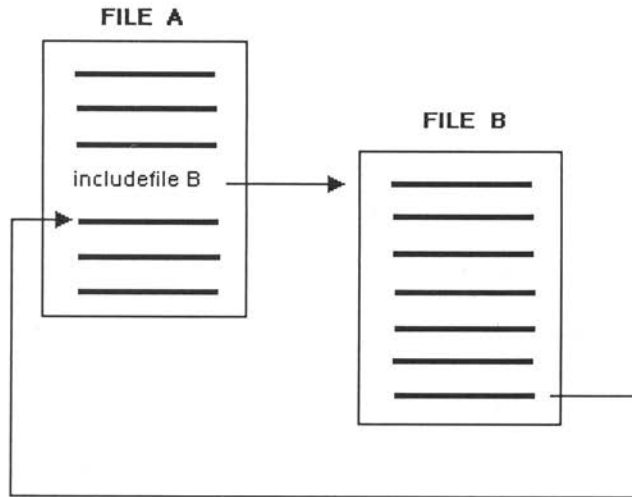
The last line in the command file:

**includefile letter**

tells 1st Mail to look for the file associated with the keyword following the command **includefile** and process it. Once 1st Mail has processed the selected file, it will return to reading the instructions in the original file. In our example command file, there are no further instructions, so the program will stop at this point.

If the **includefile** command is used with no filename following it, 1st Mail will display a dialogue box to allow you to select the appropriate file.

The following diagram shows the effect of the `includefile` command in the middle of a file. 1st Mail will stop processing file A and start processing file B. When it has finished processing file B, it will return to file A and carry on processing it.



If file A is a command file, then the document processed by the `includefile` command will be separate from the command file itself. By using one `includefile` command after another, you can process as many sets of documents as you wish. For example, the following command file will process the named letter (eg `letter`) using the datafile `addresses`, then process the named memo (eg `memo`) using the datafile `offices`:

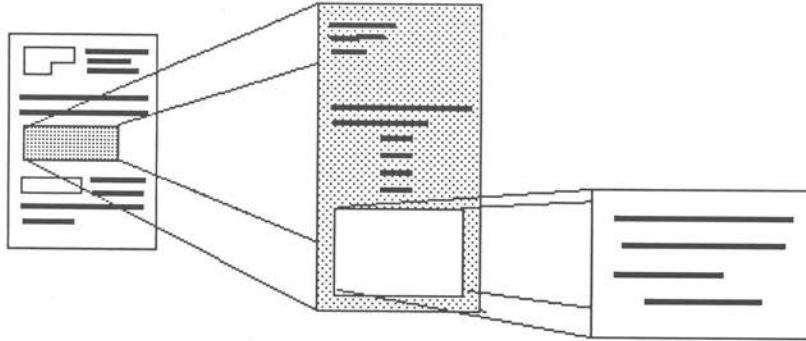
```

datafile addresses
input "letter filename? ", letter
includefile letter
datafile offices
input "memo filename? ", memo
includefile memo
    
```

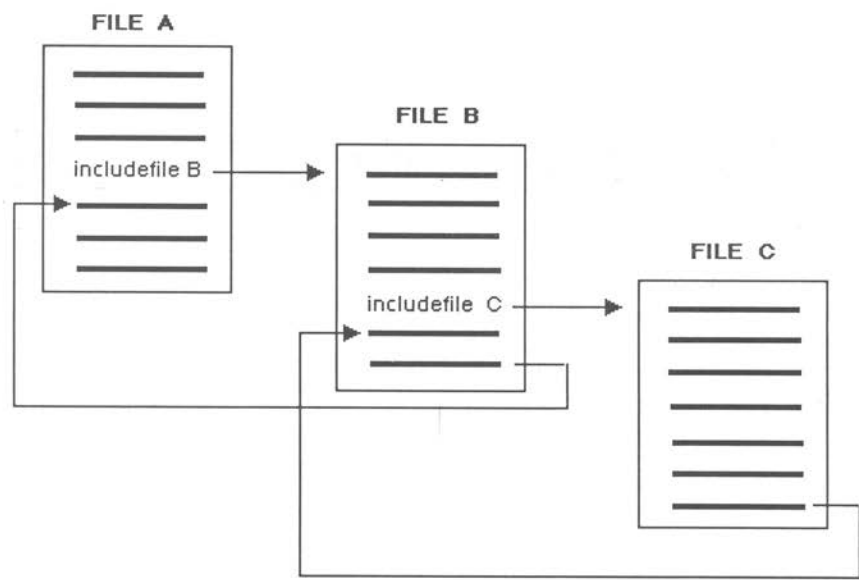
Note: If you do not explicitly specify a new datafile, 1st Mail will use the last one mentioned until it runs out of data.

## NESTING FILES

In the previous example we looked at how the `includefile` command works in a command file. However, if the `includefile` command occurs in the middle of a document file, then the document which is processed will be included or "nested" inside the original file. 1st Mail will allow you to nest several documents by putting an `includefile` command in one document file, which itself contains an `includefile` command, and so on:



If you attempt to nest too many **includefile** commands, 1st Mail will abort with an appropriate error message. Nested **includefile** commands are dealt with in the order shown in the following diagram.

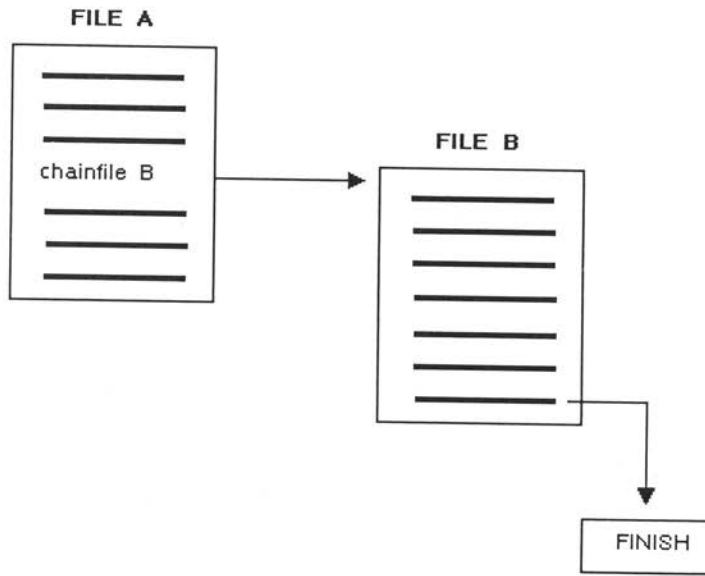


In each case, the program will return to the document file or command file that the **includefile** command was in, and carry on where it left off.

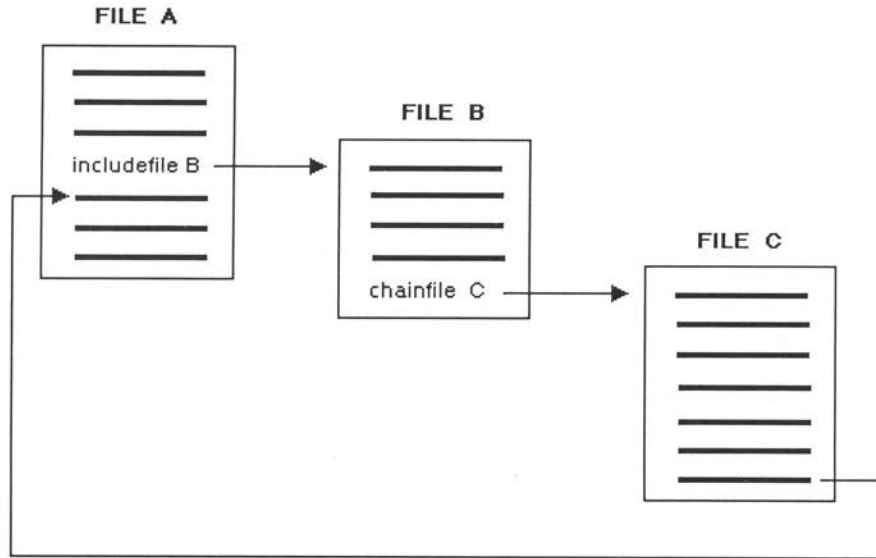


## Chainfile

If, however, you want 1st Mail to switch to processing file B, but not to carry on reading through file A afterwards, then use the command chainfile:



You can mix **includefile** and **chainfile** commands as you wish, as long as you remember that 1st Mail will return to the original file after an **includefile** command, but not after **chainfile**:



The commands **includefile**, **chainfile** (and **datafile**) all require that the file to be processed is defined in one of three ways:

- 1 By specifying the file directly:

```
chainfile doc.letter
```

- 2 By using a keyword which has previously been associated with the file:

```
input "letter filename? ", letter
chainfile letter
```

- 3 By not specifying a file, and allowing the user to choose a file with the file dialogue box:

```
chainfile
```

## USING COMMANDS

There are certain rules which you must follow if you are using 1st Mail commands. For example, commands must ALWAYS be in light type, at the beginning of a line. Any words other than the command which are in light type will be treated as keywords. If you were to put `chainfile letter`, 1st Mail would look for the filename to be substituted for letter before the `chainfile` command was carried out.

Don't put more than one command on each line, and don't put any text before a command. Lines with commands on them are treated separately from lines with text on them, or lines which contain keywords which are not part of the command. Also, commands in 1st Mail are "reserved" and cannot be used as keywords. All of the following examples are incorrect, and will cause 1st Mail to abort with an error message:

<code>read name</code>	<code>datafile keyword</code>	(two commands)
<code>Dear Sir</code>	<code>read name</code>	(text before command)
<code>read justify</code>		(command used as keyword)
<code>display "message"</code>	<code>keyword</code>	(command then keyword)

## COMMENT LINES

1st Mail will treat a line starting with a light star \* (or any other punctuation character such as " ! ? : in light type) as a comment. You can use comment lines to explain how a large or complex command file works. You may, for example, want to remind yourself what different datafiles contain:

```
datafile address1
* This file contains clients addresses
datafile address2
* This file contains suppliers addresses
```

Any line beginning with a punctuation character which is not in light type will be inserted into your merged documents.

## DATAFILES



### Constructing Datafiles

Here are two general rules to remember when you are constructing datafiles:

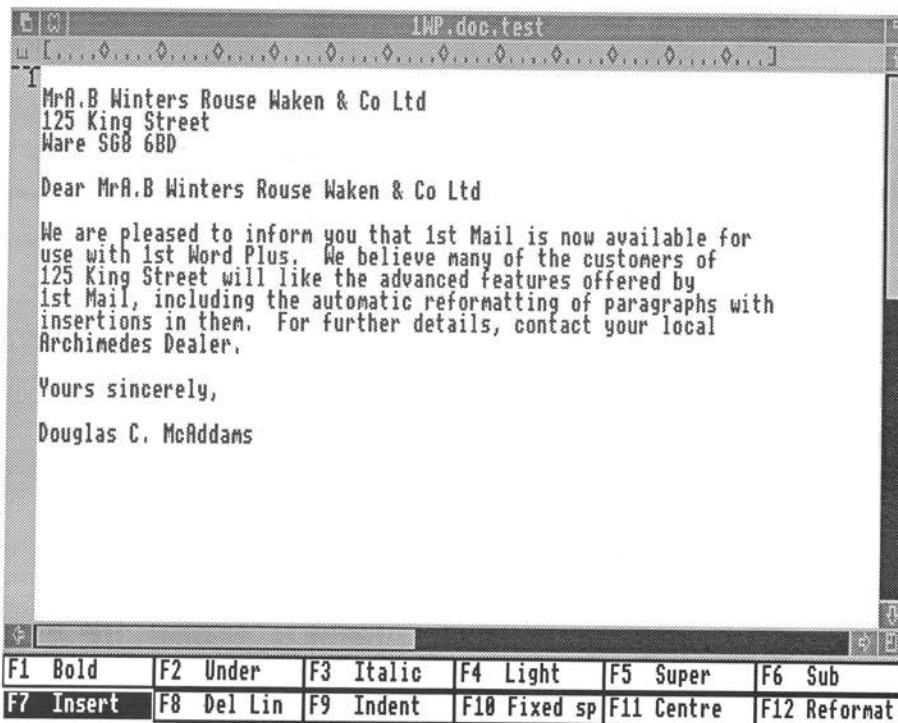
- always keep the fields in the same order in each record
- likewise, the order of entries in the datafile must correspond to the order of the keywords in the read command in the master document.

If you are using 1st Word Plus to create your datafiles, you will also need to remember the following points:


- Datafiles must be saved in non-WP mode (switch off WP Mode in the Edit menu), otherwise formatting characters will create errors in your merged documents. (Take particular care if you store your datafile in a doc directory where new files are automatically created in WP mode.)

- Do not put any spaces or a  at the end of the last line in the datafile. (If you use the repeat command in a document, 1st Mail will go back to the beginning of the datafile when it comes across a  at the end of the last record.)

If you should forget these rules and type in your datafile incorrectly, you could end up with letters that look like this:



### Separating Fields and Records

When you create your own datafiles with 1st Word Plus, you must separate data fields with commas, and data records with . Datafiles which have been produced using some database programs may, however, use different characters to separate fields and records. If this is the case, you may need to redefine the characters separating fields and records before reading in the datafile concerned. You can redefine field and record separators with the commands:

```
fieldsep decimal number  
recordsep decimal number
```

The "decimal number" part of the command refers to the standard ASCII decimal number for each character. Tables showing the complete ASCII character sets available on the Archimedes can be found in the *Archimedes User guide*. Let us say you want to use the character "#" as a record separator. Look up its decimal ASCII number, which is 35, and enter the command as:

```
recordsep 35
```

If you need to, you can redefine up to 20 different field or record separators at a time. The default values for the decimal numbers used with these commands are:

```
fieldsep 9,44 (tab, comma)  
recordsep 10,12 (return, form feed)
```

The sample datafile ADDRESSES used earlier contains 4 records, and results in the merging of 4 letters. Datafiles may, of course, be much larger than this. In general, the size of a datafile is only limited by the size of disc it is stored on.

## Enclosing Fields

Use double (") or single (') quotation marks around fields containing commas to indicate that everything inside them is to be treated as a single item, including the comma but excluding the quotation marks. Don't forget to type the closing quotation mark before the next field separator:

, "Rouse, Waken & Co Ltd", or , 'Rouse, Waken & Co Ltd',

1st Mail will read from one quotation mark to the next one it finds of the same type, treating everything in between as a single block of data. This means that you can enclose one type of quotation mark within the other:

, "Harry's Bar",

If you need to use both single and double quotation marks within your data fields, you can define up to 20 new "quotation mark" characters with the command

`quotes decimal number`

This command works in the same way as `fieldsep` and `recordsep`. Let us say that you have an entry "Harry's Bar" as one of your fields, and you want to use the character "+" to enclose this field. Since its decimal ASCII number is 43, enter the command

`quotes 43`

and 1st Mail will read the data field +"Harry's Bar"+ correctly.

## Skipping Fields

If you do not want to read in all the information contained in each record within a datafile, you can use two commas in a row to indicate that a particular field in each record must be skipped. You may, for example, have a field indicating a person's position in a company:

```
Mr,A.B.,Winters,Director,... Ms,J.C.,Crow,President,...
```

In order to skip over this particular data field when processing a document, enter the read command in the following way:

```
read title,initials,name,,...
```

If you want to skip over the first data field, simply place a comma before the first keyword:

```
read ,initials,name,...
```

Similarly, if you want to skip over more than one data field, simply put in a comma for each skipped field. If you want to skip to the start of the next record, use the command `skiprecord`:

```
read title, initials, name, company  
skiprecord
```

## Empty Fields

Do not insert space(s) if a field is empty, but type the next comma separating the fields. For example, if you wanted to add a record to the example address list for someone with no known initials, you would enter:

```
Mr.,Daley, . . .
```

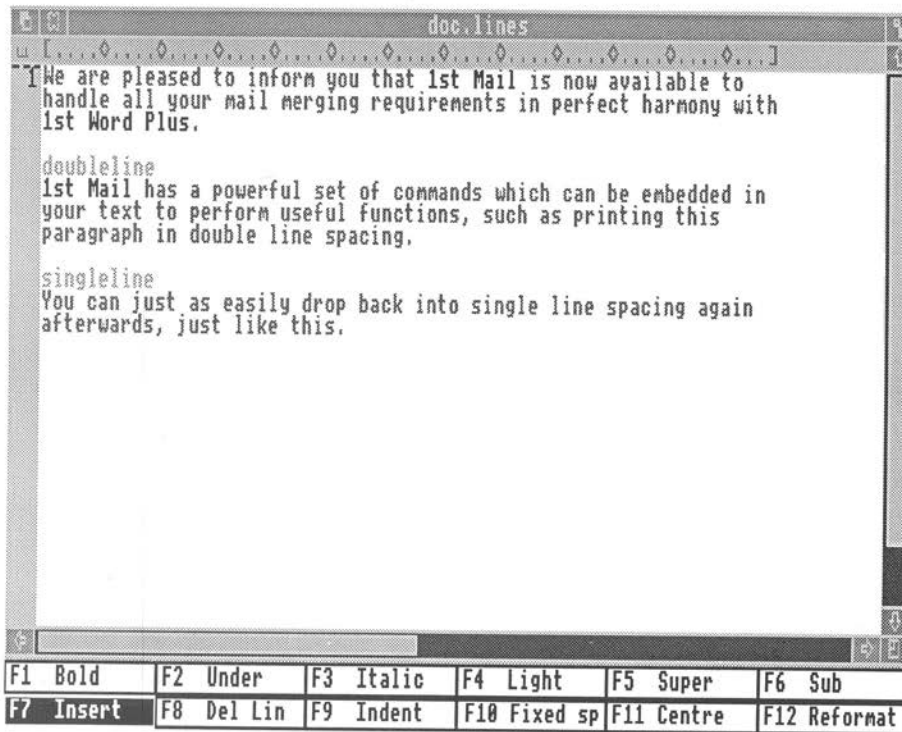


## REFORMATTING TEXT

1st Mail uses a number of commands which allow you to reformat all or part of any merged documents. Their effect may be modified by any rulers embedded in the original document.

The following pages show the effect of these commands on your documents. In each case, the first illustration shows the commands being used in a 1st Word Plus document. The second illustration shows the output produced by processing the document with 1st Mail.

## Line Spacing



Use **doubleline** to switch on double line spacing when you are printing a document or saving it to disc, and **singleline** to revert to single line spacing.

mrg.lines

[.....]

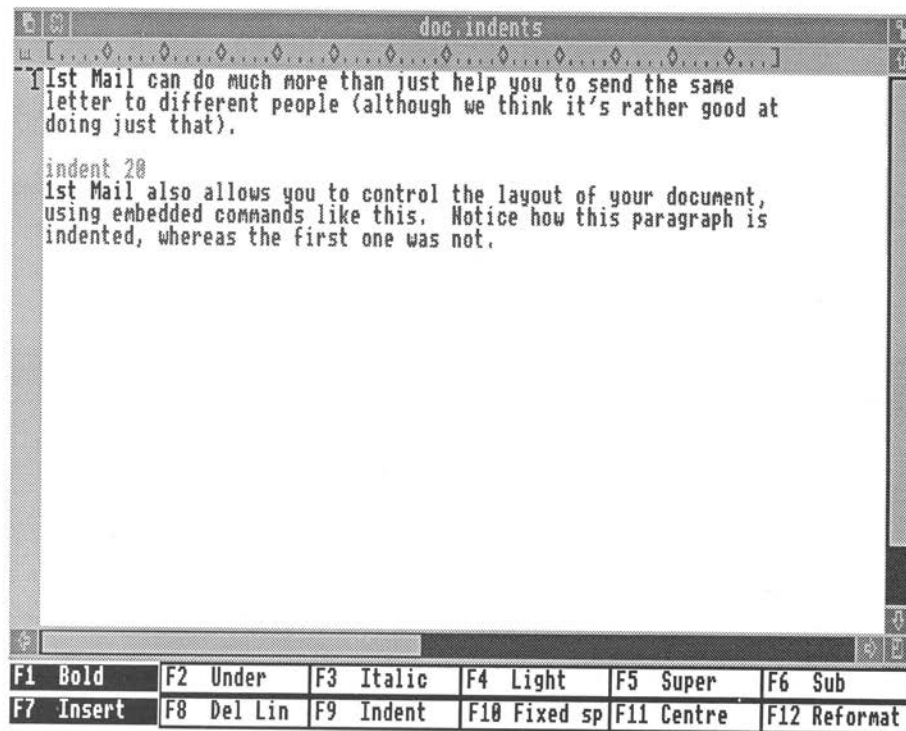
We are pleased to inform you that 1st Mail is now available to handle all your mail merging requirements in perfect harmony with 1st Word Plus.

1st Mail has a powerful set of commands which can be embedded in your text to perform useful functions, such as printing this paragraph in double line spacing.

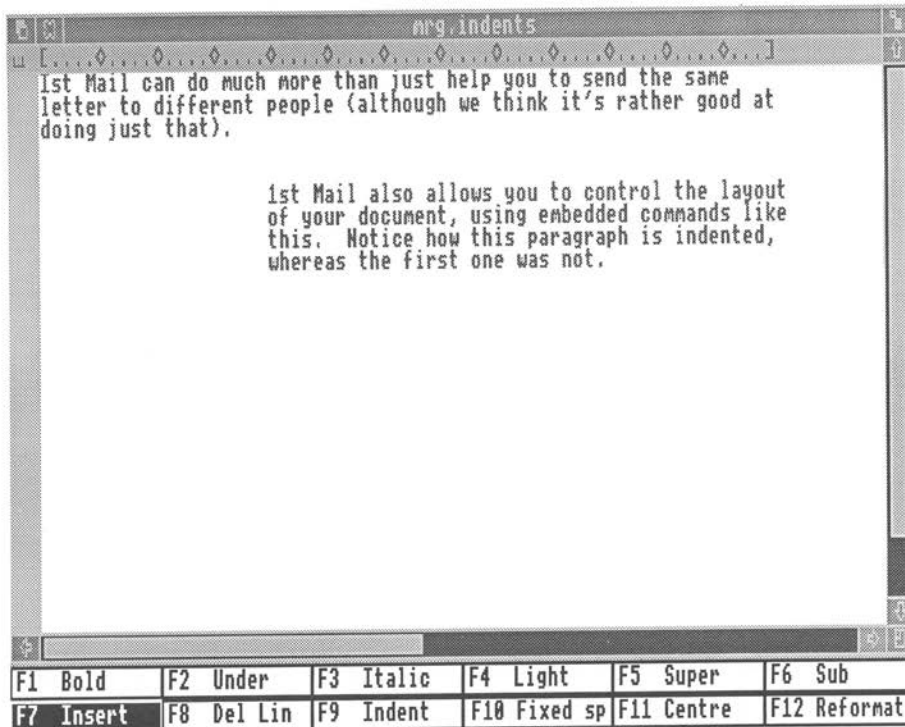
You can just as easily drop back into single line spacing again afterwards, just like this.

F1 Bold	F2 Under	F3 Italic	F4 Light	F5 Super	F6 Sub
F7 Insert	F8 Del Lin	F9 Indent	F10 Fixed sp	F11 Centre	F12 Reformat

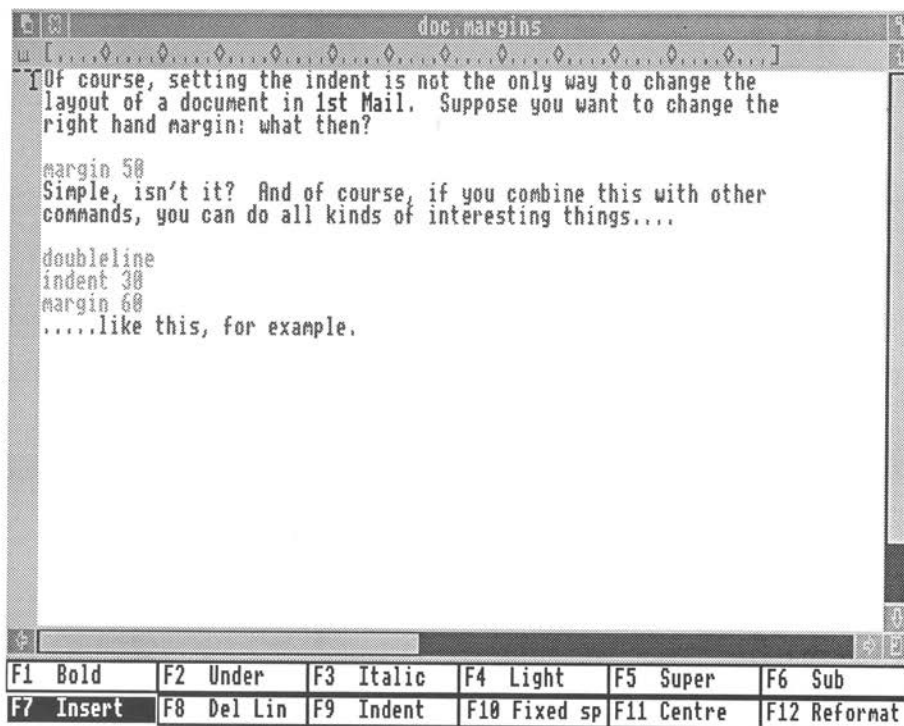
## Indents



Use the `indent` command to alter the indent value of part or all of a document during the mail merge process.



## Margins



The screenshot shows a terminal window with a title bar 'doc.margins'. The text inside the window is as follows:

```
[...]
```

Of course, setting the indent is not the only way to change the layout of a document in 1st Mail. Suppose you want to change the right hand margin: what then?

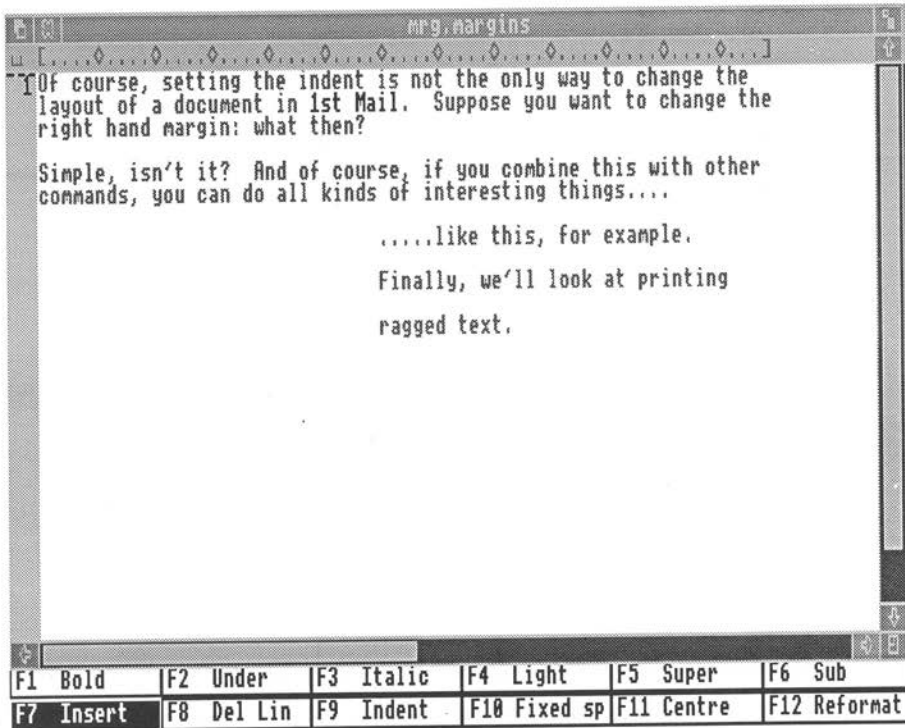
```
margin 50
```

Simple, isn't it? And of course, if you combine this with other commands, you can do all kinds of interesting things....

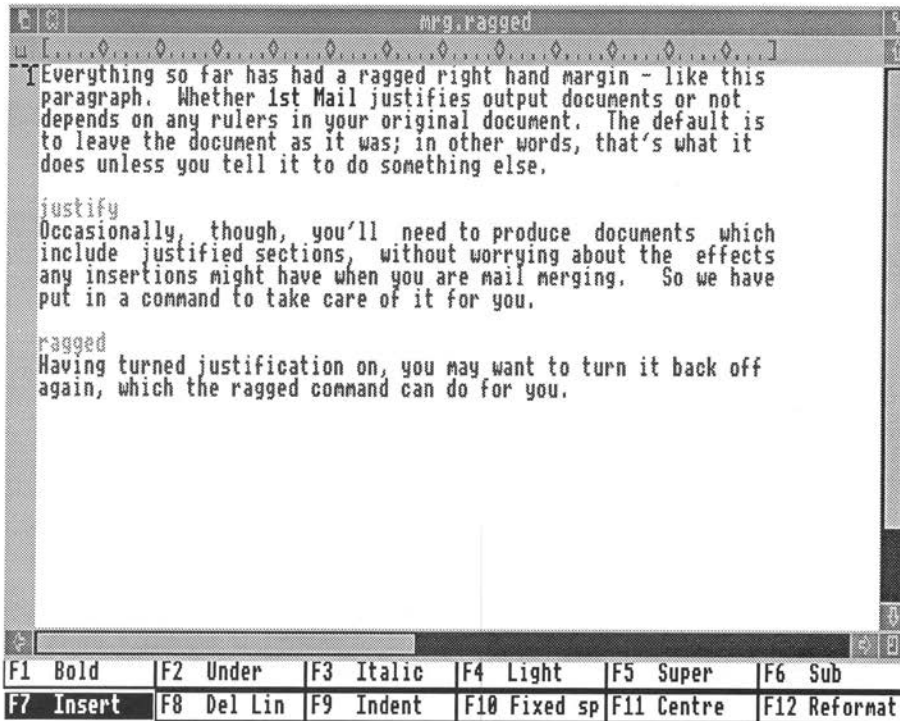
```
doubleline
indent 30
margin 60
.....like this, for example.
```

F1 Bold	F2 Under	F3 Italic	F4 Light	F5 Super	F6 Sub
F7 Insert	F8 Del Lin	F9 Indent	F10 Fixed sp	F11 Centre	F12 Reformat

Use the `margin` command to alter the right-hand margin of all or part of a document during the mail merge process. 1st Mail will ignore any value of margin which is lower than the current indent value eg `indent 30, margin 20`.

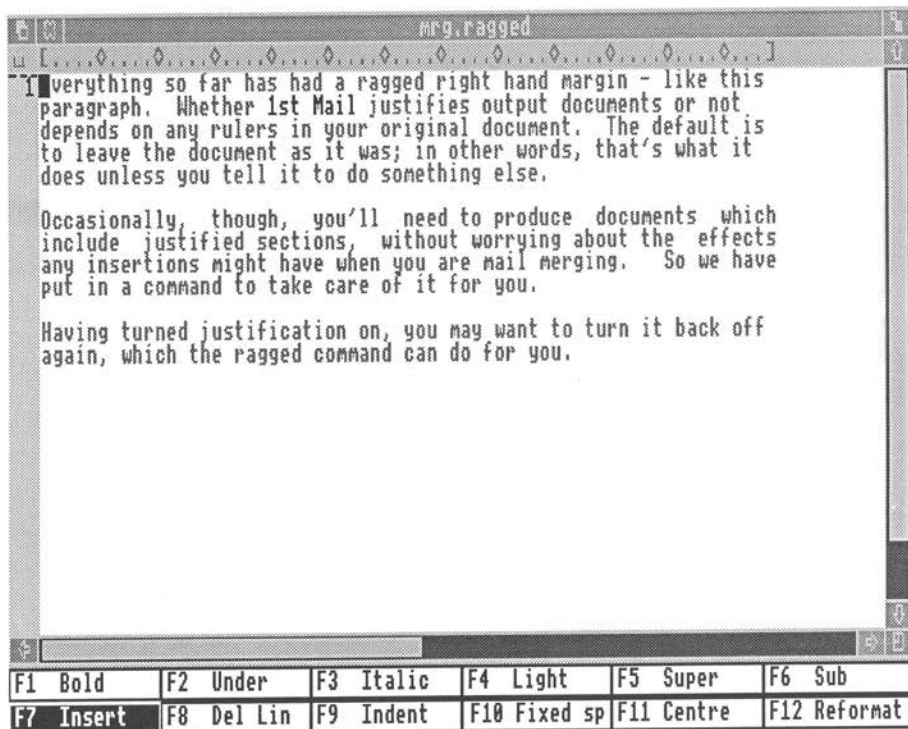


## Ragged Text



Use `ragged` to switch off right-hand justification when you are printing a document or saving it to disc, and `justify` to revert to right-justified text. The default setting depends on the ruler in your document.





## MISCELLANEOUS TOPICS

### Clearing the Screen

Use the `clearscreen` command to clear the screen of messages at any point during the operation of 1st Mail. For example, if `clearscreen` were to come directly before the `repeat` command in the example master document, the screen would be cleared after each successive display of the message "Processing your letter to title name".

### Repeating the Merging Process

The `repeat` command tells 1st Mail to repeat the merging process from the beginning of the file it is reading. If you do not put a number after `repeat`, your master document will be reprocessed until the end of the datafile is reached. However, if you do specify a number eg `repeat 2`, the merging process will be repeated that number of times, or until the end of the datafile is reached (whichever comes first). The program will then either stop (if that is the only document being processed), or carry on reading through the command file.

Remember that this number tells 1st Mail the number of times that the merging process is to be repeated, not the total number of copies that you will end up with. If you specify `repeat 2`, you will end up with 3 copies.

Note: 1st Mail expects a positive number (1,2,...) after the `repeat` command. To merge one copy of a document, do not put `repeat 0`, but simply omit the `repeat` command.

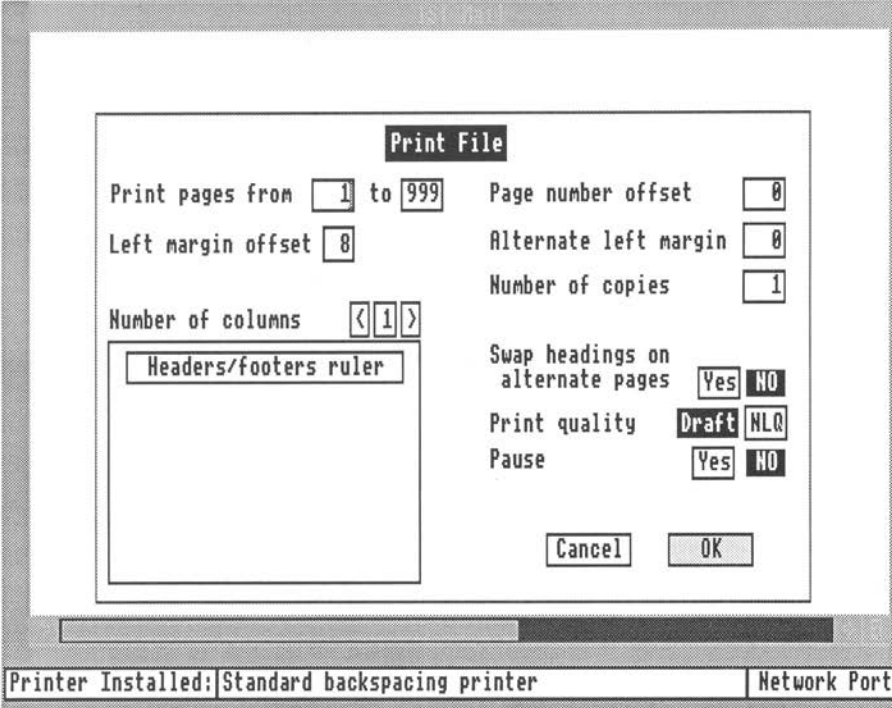
Although you are restricted to only one `repeat` command in each file, you can switch to another file with a `repeat` in it. However, `repeat` can only work with one datafile at a time. This means that you cannot nest datafiles to produce, for example, copies of a publicity letter which itself contains a current price list of products. If you switch to a new datafile, 1st Mail will forget the contents of the old one, and if you respecify the old datafile, it will be read in from its beginning.

## Number of Copies

Be careful not to confuse the **repeat** command with the "Number of copies" option on the **Print File** dialogue box. Specifying more than one copy to be printed will simply tell 1st Mail to go through the merging process that many times. If you ask for 5 copies to be printed, 1st Mail will take you through the merging process 5 times, and any information which was asked for during the first copy will also be asked for with each subsequent copy.

## Multiple Columns

Also found on the **Print File** dialogue box is the "Number of columns" option. This allows you to print your documents in several columns, like a newspaper.



The image shows a screenshot of a 'Print File' dialog box. The dialog box is titled 'Print File' and contains several options for printing. The options are arranged in two columns. The left column includes 'Print pages from' (1 to 999), 'Left margin offset' (8), 'Number of columns' (< 1 >), and a 'Headers/footers ruler' section. The right column includes 'Page number offset' (0), 'Alternate left margin' (0), 'Number of copies' (1), 'Swap headings on alternate pages' (Yes/NO), 'Print quality' (Draft/NLQ), and 'Pause' (Yes/NO). At the bottom of the dialog box are 'Cancel' and 'OK' buttons. Below the dialog box, there is a status bar with the text 'Printer Installed: Standard backspacing printer' and 'Network Port'.

Print File	
Print pages from	1 to 999
Page number offset	0
Left margin offset	8
Alternate left margin	0
Number of columns	< 1 >
Number of copies	1
Swap headings on alternate pages	Yes NO
Print quality	Draft NLQ
Pause	Yes NO
Cancel OK	

Printer Installed: Standard backspacing printer      Network Port

The default setting is single column output. Using the mouse, select the arrow boxes to the right or left of the number to increase or decrease its value.

You must make sure that the number of columns you have requested is actually possible. 1st Mail uses the first ruler it finds in a document to set the column width. The column width is then multiplied by the number of columns and subtracted from the "Headers/footers ruler length" (in the equivalent character pitch) to calculate the width of the gaps between columns.

If the ruler in your document is too long to allow gaps, the columns will overlap when it is printed. If this happens, either increase the ruler length on the **Print File** dialogue box or edit the document to change the ruler length and reformat it.

You can also select one of four pitches in which your headers and footers will be printed. The ruler length on the **Print File** dialogue box changes as you select a new pitch, showing how many characters can be printed in that pitch.

Note that the **Headers/Footers ruler** box on the **Print File** dialogue box will be empty unless you have selected to have more than one column. When there is only one column the headers and footers will be controlled by the first ruler in the document itself.

### **Page Breaks**

The **repeat** command will not automatically put in a page break. If you want each letter to begin on a new page, you must remember to place a hard page break in the page border at the end of your master document (and before the **repeat** command):

### **Page Numbers**

The **repeat** command also does not reset the page number on each copy: if you print 3 copies of a 2 page letter each separate page will be numbered

consecutively 1 2 3 4 5 6. You can reset the page number on each copy by using the `pagenum` command: `pagenum 5`, for example, will cause each copy of your document to start at page 5. The `pagenum` command must come before `repeat`.

### Light Type

1st Mail interprets anything in light type as either a command or a keyword. If you use light type for any other reason (eg highlighting words), the program will abort with an error message

The only exception to this is a light vertical bar |, which will be ignored in the text. The light vertical bar can be used to print two separate words with no space in between, so that `title|initials name` will appear as:

MrAB Winters MsJC Crow etc.

Any words in light type other than the initial command will be interpreted as keywords before the command is carried out. For example, `repeat 2` will be interpreted as the command `repeat` followed by the keyword `2`.

Note: Spaces in substitution strings (pieces of data read in from a datafile which are more than a single word or number long) are treated as soft spaces, and may be "stretched" during reformatting by 1st Mail.

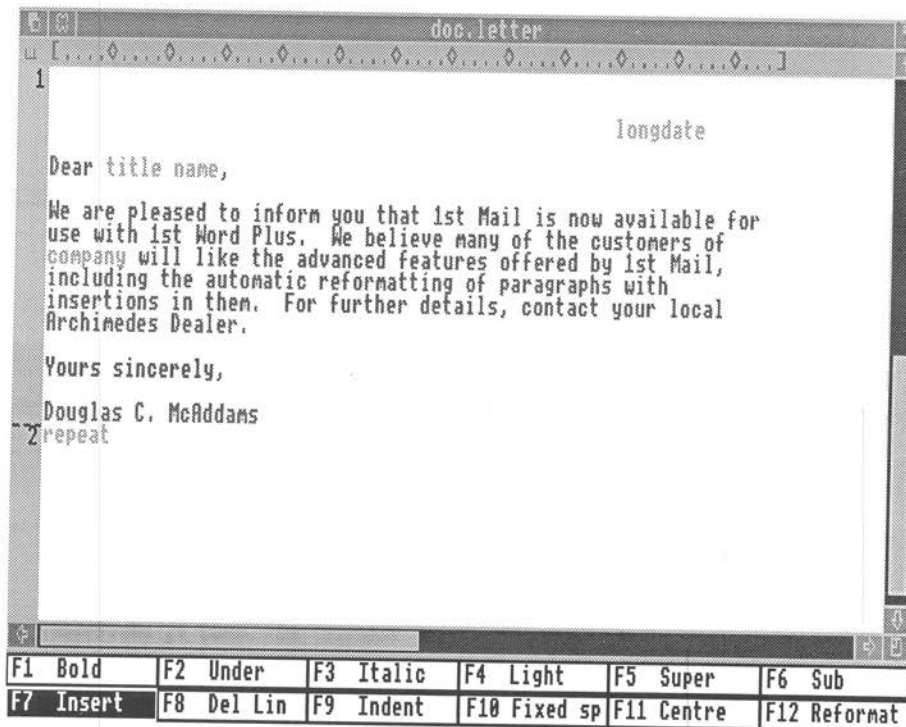
### Inserting the Date

Using the Archimedes internal clock, you can insert the date automatically into your merged documents with a special 1st Mail keyword, rather than using an input command and your own keyword.

1st Mail uses three special keywords for three different ways of writing dates:

longdate	month in words	eg 19 September 1999
ukdate	day/month/year	eg 19/9/99
usdate	month/day/year	eg 9/19/99

1st Mail will read the current date from the operating system and insert it if it comes across one of these special keywords. The current date will be inserted beginning at the same position as the keyword used, so allow enough space on the right to avoid long dates being "wrapped" onto the next line. For example, if you enter the special keyword longdate at the following position



and the current date is 19th September 1999, then, providing the internal clock in your Archimedes is correctly set, it will be processed by 1st Mail into

The screenshot shows a window titled "mrg.letter" with a standard Mac OS-style title bar. The window contains a letter template with the following text:

Mr A.B Winters  
Rouse, Waken & Co Ltd  
125 King Street  
Ware SG8 6BD

14 May 1988

Dear Mr Winters,

We are pleased to inform you that 1st Mail is now available for use with 1st Word Plus. We believe many of the customers of Rouse, Waken & Co Ltd will like the advanced features offered by 1st Mail, including the automatic reformatting of paragraphs with insertions in them. For further details, contact your local Archimedes Dealer.

Yours sincerely,  
Douglas C. McAddams

Ms J.C. Crow  
'Curl Up and Dye'  
Oxford OX1 2PD

Dear Ms Crow,

At the bottom of the window is a keyboard shortcut menu with the following items:

F1 Bold	F2 Under	F3 Italic	F4 Light	F5 Super	F6 Sub
F7 Insert	F8 Del Lin	F9 Indent	F10 Fixed sp	F11 Centre	F12 Reformat

This chapter summarises the commands in 1st Mail menus, as well as the 1st Mail textfile commands.

## MENU COMMANDS

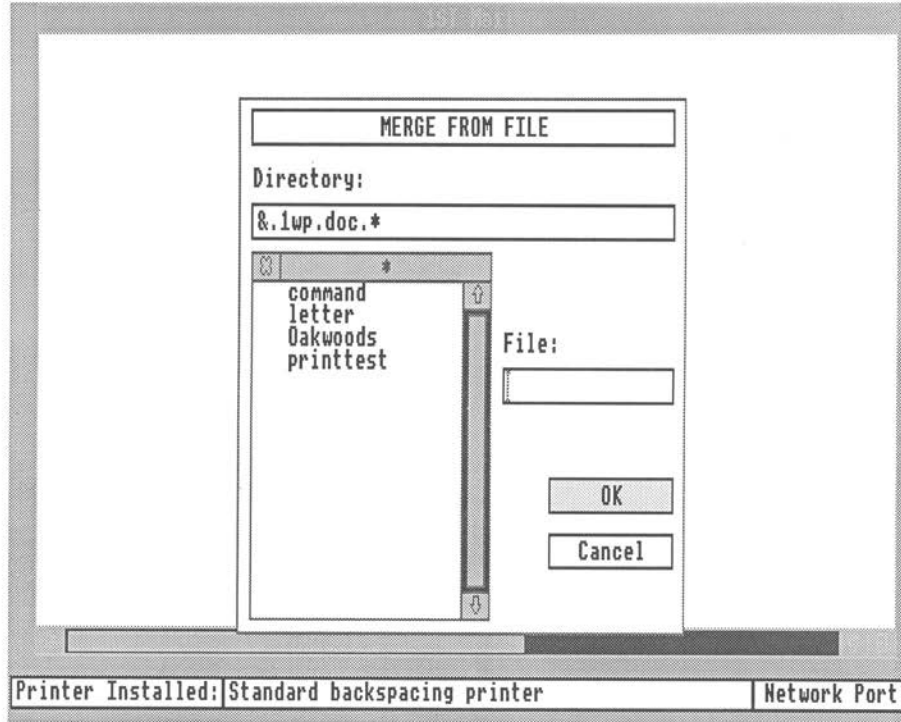
### **1st Mail Info...**

Select this option to display information concerning which version of the program you have. You will need to supply this information if you ever have need to contact your dealer or the manufacturers with queries about the program.

### **Merge From...**

Select this option to start the mail merge process. 1st Mail will display a dialogue box to allow you to select which file you want to merge from. If you have set the output selection to Parallel or Serial Port, this will be followed by a **Print File** dialogue box, and then a **Datafile** dialogue box. If you have set the output to Disc, the **Merge From** dialogue box will be followed by a **Merge To** dialogue box and then a **Datafile** dialogue box.





When you first load 1st Mail, the **Merge From** dialogue box will appear automatically. If you wish to change the output port before commencing your merge procedure, select **Cancel** on this dialogue box to allow you access to the Printer Information Strip at the bottom of the screen.

#### Quit

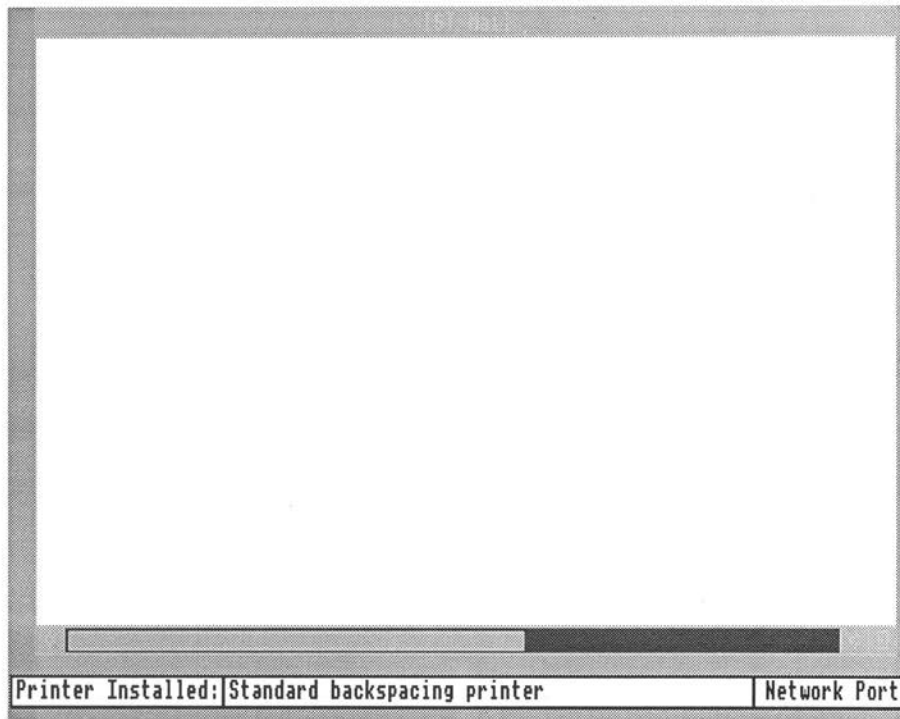
Select this option to exit from the 1st Mail program.

#### Clear screen

Select this option to clear the 1st Mail window.

### The Printer Information Strip

Information relating to the currently installed printer appears in an information strip along the bottom of the 1st Mail screen.



The boxes in this strip can also be used to change the current printer or output port selections.

### The Printer Installed dialogue Box

Positioning the mouse pointer over this box and pressing **select** will display an **Install Printer** dialogue box. Use the dialogue box to select the correct printer configuration file for your system.

### The Output Port dialogue Box

Positioning the mouse pointer over this box and pressing **select** will cause the options **Parallel Port**, **Serial Port**, **Network Port** and **Disc** to appear in rotation.

## TEXT FILE COMMANDS

In the following command descriptions, the command syntax is shown alongside the command name. The command name (eg **chainfile**) should be entered in light text. Parameters which are optional are shown enclosed in brackets **<>**. When using such a command, do not include the brackets, only the parameter.

### Chainfile

`chainfile <filename>`

This command tells 1st Mail to switch to the quoted filename and process it. Once 1st Mail has processed that file, it will not return to reading the instructions in the original file afterwards. The filename is optional, but if no filename is specified in the command, a dialogue box will be displayed to allow a file to be selected.

### Clearscreen

`clearscreen`

This command is used to clear the 1st Mail dialogue window.

## Datafile

`datafile <filename>`

This command selects the datafile from which data will subsequently be drawn. The filename is optional, but if no filename is specified in the command, a dialogue box will be displayed to allow a datafile to be selected.

## Display

`display "text"`

This command is used to write text to the 1st Mail dialogue window.

## Doubleline

`doubleline`

Use the command `doubleline` to switch on double line spacing. 1st Mail will default to single line spacing. This command should not be used within a paragraph.

## Fieldsep

`fieldsep decimal number,decimal number,...`

This command allows the data input to recognise different field separators, in case a non-standard datafile is used. The decimal number is the ASCII code for the desired character. The default decimal values for the number following this command are 9 and 44 (tab and comma).

## Includefile

**includefile** <filename>

This command tells 1st Mail to switch to the quoted filename and process it. Once 1st Mail has processed that file, it will return to reading the instructions in the original file. It is possible to nest several **includefile** commands. The filename is optional, but if no filename is specified in the command, a dialogue box will be displayed to allow a file to be selected.

## Indent

**indent** position

Use the **indent** command to alter the size of the indent for part or all of a document during the mail merge process. The size of the indent is measured in character spaces. This command should not be used within a paragraph.

## Input

**input** "prompt", keyword

This command displays the characters enclosed within the inverted commas on the screen and associates the reply which the user types in with the named keyword. For neatness in the display window, leave a space after "prompt", since the cursor will be positioned at the closing quotation mark.

Note: Keywords must be in ordinary type when they are being defined following the **input** command, but in light type when they are being used.

## **Justify**

### **justify**

Use the command **justify** to specify a justified right margin in your merged documents. 1st Mail's default setting will depend on any rulers in the original document. This command should not be used within a paragraph.

## **Margin**

### **margin position**

Use the **margin** command to alter the right-hand margin of all or part of a document during the mail merge process. The position of the margin is measured in character spaces from the left edge of the page. This command should not be used within a paragraph.

## **Noomit**

### **noomit**

This command tells 1st Mail to print blank lines if an empty data field is substituted for a keyword. 1st Mail will print blank lines in place of empty data fields by default.

## **Omitblank**

### **omitblank**

This command tells 1st Mail not to print blank lines if an empty data field is substituted for a keyword. 1st Mail will print blank lines in place of empty data fields by default.



## Pagenum

**pagenum number**

This command resets the page number to the specified value.

## Quotes

**quotes <decimal number,decimal number,...>**

This command allows the data input to recognise different quotation marks, in case a non-standard datafile is used. The decimal number refers to the ASCII code for the desired character. The default decimal values for this command are 34 and 39 (single and double quotation marks).

## Ragged

**ragged**

Use the command **ragged** to specify a ragged right margin in your merged documents. 1st Mail's default setting will depend on any rulers in the original document. This command should not be used within a paragraph.

## Read

**read keyword, keyword,..**

This command reads one or more fields from a datafile and associates them with the corresponding keywords. Two commas in a row can be used to indicate that a field must be skipped. If no datafile has been selected then a **Datafile** dialogue box will be displayed to allow the user to choose one. Once defined, keywords can be used in any file processed during a 1st Mail session.

Note: Keywords must be in ordinary romanface type when they are being defined following the **read** command, but in light type when they are being used within a master document.

## Recordsep

`recordsep decimal number,decimal number,...`

This command allows the data input to recognise different record separators, in case a non-standard datafile is used. The decimal numbers refer to the ASCII codes for the required characters. The default decimal values for this command are 10 and 12 (return and formfeed).

## Repeat

`repeat <number>`

This command restarts the merging process at the top of the current file. If no number is specified, then the text file will be repeated until the end of the datafile is reached. If a number is specified in the command, the text file will be repeated that number of times or until the end of the datafile, whichever comes first.

## Setval

`setval keyword, "text"`

There may occasionally be a piece of text which you would like to be merged into documents by 1st Mail, but which (a) cannot be stored in a datafile, and (b) you do not want to be entered while the program is running. The `setval` command will insert a piece of text of any length into your documents in place of the keyword. You can use this command to insert something like a standard warning or copyright notice in all documents merged in a single session with 1st Mail, eg:

`setval warning, "Be careful!"`

`setval` is identical in use to `input`, except that the piece of text used with `setval` is typed in before merging, while with `input` it is typed in during the mail merge.



## Singleline

### singleline

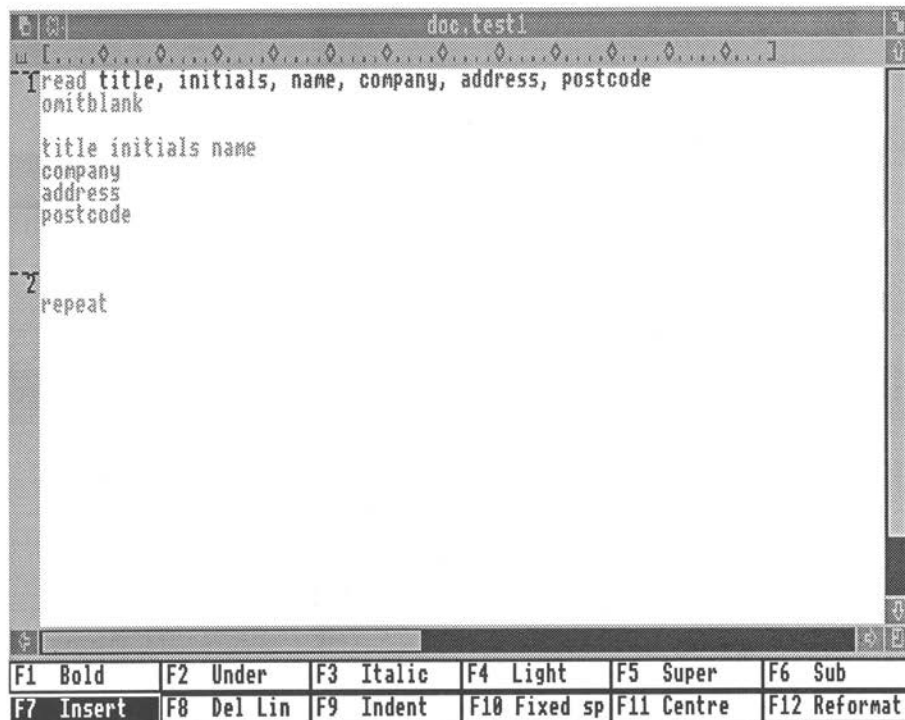
Use the command `singleline` to revert to single line spacing after using the `doubleline` command. 1st Mail will default to single line spacing if neither command is used. This command should not be used within a paragraph.

## Skiprecord

### skiprecord

This command tells 1st Mail to skip to the start of the next record when reading in data.

One of the many tasks that 1st Mail can be used for is to print addresses on sticky labels for envelopes. The following example document created with 1st Word Plus will print labels nine lines apart:



Notice the hard page break before the **repeat** command in the page border. This ensures that if any lines are left blank (as a result of **omitblank** for instance), the next label will still start in the correct position.

If you create an address label document like the example, it will need to contain information about page length in the **Page Layout** dialogue box. The "page length" will relate to the size of the label, and will be very short. The total number of lines on each page in the example is identical to the paper length (ie 9 lines).

You will also need to alter the vertical initialisation in your printer configuration file, to tell the printer when to move on to the next label.

The information in the printer configuration file is stored in hexadecimal form, so you will need to make any alterations to this file in hexadecimal as well. There is a special character denoting **form feed** which you will need to alter according to the page length you require. Substitute the existing form feed character with the number of lines in hexadecimal that you require. This tells the printer to form feed to the top of the next nine line page, rather than the usual page length. Your printer manual will give you more information on how to do this. As an example, the relevant alteration to the configuration file for an Epson FX-80 is shown:

```
20, 1B, 43, 09 * Vertical initialisation
```

After altering your configuration file, run the program `1pr` and copy the file that is produced onto the 1st Mail disc. Running 1st Mail with this document and a suitable datafile will produce address labels beginning every 9 lines.

## INTRODUCTION

There are hundreds of different printers on the market, and many more on the drawing board. Most of these printers claim to be compatible with one of the standard printer series (Epson, Diablo and Qume being the most common), but many of them are less compatible than they claim, and nearly all of them have extra features in addition to the standard ones.

Despite the lack of true standards, most printers are available for use with your Archimedes. 1st Word Plus is capable of driving almost any printer that you have successfully interfaced to your Archimedes by using a standard subset of the printer's commands.

In addition to the standard print options, 1st Word Plus also enables you to use the full range of your printer's special features, including extended character sets, different print styles and pitches (in any combination), and even bit-image graphics on a suitable dot matrix printer!

1st Word Plus is supplied with pre-configured drivers for a range of popular printers which make use of the special functions available. If your printer is compatible with one of these configurations, it is very easy to select the correct driver from your 1st Word Plus Desktop, and to install it as your default printer (see *Installing a printer* in the chapter *Saving and printing*).

If your printer is not fully compatible with one of the supplied drivers, or if you want to use additional features of your printer that are not supported, this appendix tells you how to create and install your own custom printer driver for use with 1st Word Plus.

## STANDARD PRINTERS

1st Word Plus is supplied with a range of pre-configured printer files, including the following:

ASCII	This is a universal driver which is compatible with most of the printers currently available. It tells 1st Word Plus to print only
-------	--

ASCII characters and to remove all style commands – so you won't see bold or underlined text on your print-out.

**BROTHER** This driver is configured for Brother HR series daisywheel printers HR-15, HR-25 and HR-35, but excluding the HR-1 (use the STANDARD driver).

The HR-15 accepts commands in 1/120" increments, but prints in 1/180" increments, rounding values to the nearest 1/180". This may give scruffy results when printing bold text in justified lines, because the 1/120" bold offset will vary between zero and 1/90". Left justified headings will be unaffected.

Note: This configuration assumes a standard USA ASCII print wheel (see DIABLO).

**DIABLO** This configuration should be used for all Diablo and Diablo-compatible daisywheel printers. If you don't know what type of daisywheel configuration to use, try this one first.

Note: As with all daisywheel printers, the characters that your printer is capable of printing, and their positions relative to the ASCII code table, depend on the print wheel itself. The daisywheel configurations provided with 1st Word Plus assume that your printer has a standard USA ASCII daisywheel. You will need to create a custom configuration for each non-standard print wheel that you use.

**EPSON\_FX** If your printer is one of the Epson FX or RX series, or it is described as "Epson-compatible", then this is the driver to use. Epson FX-compatible printers are 9-pin draft quality matrix printers supporting the full range of 1st Word Plus printing styles, including graphics.

Warning: Not all printers that claim to be "Epson-compatible" conform to the FX standard, including some Epsoms! To cause

further confusion, the more recent FX models (FX-85, FX-105) are in fact Epson LX compatible.

EPSON\_JX The Epson JX series, plus EX models fitted with the colour option, are FX-compatible 9-pin dot matrix colour printers.

The JX driver is configured to print in red ink when it detects the light text style and to reproduce colour graphics in up to eight colours (red, green, blue, cyan, magenta, yellow, black and white). Pictures are stored as sprites. If a palette has been stored with the sprite, the printer will attempt to match the palette colours to the nearest print colour available. If no palette has been stored with the sprite the standard 1st Word Plus palette will be used.

EPSON\_LX The Epson LX and GX series, together with the FX-85 and FX-05, are 9-pin matrix printers that have an extra NLQ (near-letter-quality) mode in addition to the standard FX features.

Warning: The NLQ mode on these printers is only available for use with Pica pitch (10 characters per inch) and does not support italic, superscript or subscript characters. To overcome this, the supplied LX driver switches NLQ mode on and off as required to reproduce the screen appearance as closely as possible. However, this has some unavoidable side effects in NLQ printing, and you should not use the following styles combined with light face in NLQ mode:

- Italic
- Superscript
- Subscript

When printing in draft mode, none of these restrictions apply.

EPSON\_LQ The Epson LQ and SQ range are very high quality 24-pin matrix printers that have an excellent NLQ mode without any of the restrictions of the LX series.

These printers are FX-compatible in every respect except graphics, which will be printed some 30% larger than on an FX series printer.

- IBM\_GRAP The IBM Personal Graphics Printer is a 9-pin dot matrix printer, loosely based on the Epson FX-80 command set, with draft mode text printing and bit-image graphics printing modes.
- IBM\_PROP The IBM Proprinter is a 9-pin dot matrix printer, loosely based on the Epson FX-80 command set. The Proprinter has draft, double-strike NLQ and bit-image graphics printing modes.
- JUKI This configuration supports the JUKI 6100 range of daisywheel printers.
- Note: This configuration assumes a standard USA ASCII print wheel (see DIABLO).
- QUME This configuration supports the Qume Sprint range of daisywheel printers, models 5, 9 and 11, but excluding the Sprint 10 (for which you should use the STANDARD configuration).
- Note: This configuration assumes a standard USA ASCII print wheel (see DIABLO).
- STANDARD To get you started, this driver is installed as the default 1st Word Plus printer. Although it has a restricted range of functions, it is compatible with practically all printers, ranging from a simple teletype to a laser printer. The minimum requirement is the presence of a backspace function on the printer.

The STANDARD driver prints only ASCII characters and removes all style commands except bold and underline, which are implemented by backspacing and overprinting.

Note: The range of printer drivers supplied will vary from country to country, and may change as new printers are released onto the market.

## CUSTOM PRINTER CONFIGURATION

The following pages describe the process of preparing and installing a custom printer configuration to utilise the special features of your printer.

Creating a custom printer configuration requires great attention to detail and a degree of trial and error. Computer novices are advised to use one of the standard configurations. However, if you are confident that you understand the principles involved and you follow these procedures exactly, you can be sure that you will create a driver that matches your printer exactly.

### Types of printer

1st Word Plus recognises three basic types of printer:

**DAISY** These are daisywheel printers capable of microspacing (usually to 1/120") with a print wheel of 96 (or more) characters in a single font. 1st Word Plus drives daisywheel printers directly under microspacing control to control print styles such as character pitch, boldface and underlining.

If you use one or more non-standard print wheels, you will need to configure a special printer driver for each print wheel, to ensure that your screen display matches the printed output.

Note: Proportional spacing is not available using a microspacing daisywheel configuration. If your printer supports proportional spacing and you wish to use this feature, make a custom driver based on a matrix printer configuration, using the printer to achieve bold, underlining, etc.



**MATRIX** These are 9- and 24-pin dot matrix printers, with a range of print styles and fonts. 1st Word Plus uses the built-in features of these printers to produce the different style effects, sending escape sequences for each style or font change.

Note: A proportional spacing driver can be configured if a proportional font is available on the printer. However, this mode cannot support right justified text.

**STANDARD** Some printers (including most typewriters with computer interfaces) are incapable of microspacing control and have a very limited or extremely complicated command set. 1st Word Plus utilises the backspace function (when available) to implement boldface and underlining only.

#### **Some notes on printer hardware**

When producing a configuration for a printer, it may also prove necessary to configure the printer hardware.

Most printers have sets of "DIP" switches which affect things such as auto-linefeed or paper length. Most of these can be set to your preferred options, except the following:

- Skip over perforation must be DISABLED.
- Auto linefeed after carriage return must be DISABLED.

and, for a serial interface:

- CTS/RTS handshaking must be ENABLED.
- XON/XOFF handshaking must be DISABLED.

For "Epson-compatible" matrix printers it is not necessary to switch language fonts, and you should use the standard USA setting. The printer driver is configured to switch fonts under software control to access accented characters.

With daisywheel printers, the character translation table in the printer configuration must be changed to match your print wheel if this is not standard USA ASCII.

## EDITING CONFIGURATION FILES

### HEX files

In the HEX directory you will find three files corresponding to the three basic printer types:

- DAISY
- MATRIX
- STANDARD

Use 1st Word Plus to create a custom printer configuration by editing the file which is appropriate to your printer. Make sure that **WP mode** in the **Edit** menu is switched off when editing, and give your printer file a new name when you save it, using **Save as...** in the **File** menu.

Most of the data in the printer file is numeric, and numbers are assumed to be in hexadecimal (base 16). Lines starting with an asterisk (\*) are comments and blank lines are ignored. The data held in the file falls into four sections, described below.

### Printer name

The first non-blank line in the file (excluding comments) is assumed to be the name of the printer. When the printer driver is installed, this name is displayed in the printer display line above the font table on the 1st Word Plus startup screen. The name should not exceed 32 characters.

### Configuration variables

This section contains a list of six numbers (on a line together) separated by commas, as follows:

**1 Printer type**

This should be set to 1 for a microspacing daisywheel printer, otherwise zero.

**2 Unit width**

For a daisywheel printer, this specifies the width of one character in the printer's own width units.

For a matrix printer, this value should be set to 2 if each pixel is to be printed twice (to double the output width) in graphics mode (Atari SMM804).

**3 Unit height**

This specifies the size of a linefeed in the printer's own height units.

**4 Middle of carriage/graphics resolution**

For a daisywheel printer, this specifies the position to which the print head should be moved when feeding paper (normally the middle of the paper). This position is specified in printer units from the left margin.

For a matrix printer, this specifies the printer graphics resolution in pixels per inch. It is used for the screen display of a box around the picture to show its actual size on paper.

**5 Carriage shift for bold (daisywheel only)**

This specifies the horizontal offset in printer units used by the printer driver when printing bold text: it prints the character once, moves along a fraction, and prints again.

**6 Pause between pages**

Set this to 1 to force the printer driver to pause at the end of each page to allow the paper to be changed, otherwise zero.

### Printer characteristics

This is a table of command sequences which are sent to the printer for style changes, etc. The first number on each line is the function number used to identify the line (this is not sent to the printer). The entries in the table must be in increasing order of function number, but it is not necessary for all the entries to be present.

Each table entry starts with its entry number, followed by the codes to be sent to the printer, separated by commas. A comment may be included on the line, preceded by an asterisk (\*).

A value more than 80 (hex) is a placeholder for variable binary information to be sent to the printer: the difference after subtracting 80 is added to the value to be output. (For example, on a Diablo-compatible printer, commands to control character width require a value to be output of width+1, so the placeholder in the command is 81.)

The table is terminated by a zero entry, but there must be at least one non-zero entry before this.

In addition to the initialisation strings listed below, the printer driver also sends all commands which turn off print styles at the start of each document.

When printing in NLQ mode, if a style change command for NLQ mode is not present, the corresponding Draft mode command will be used instead.

You will find that it will not be necessary to include all of the following commands for your printer. Where you wish to omit a command, it is simpler to do this by making the entry a comment line by typing an asterisk (\*) at the start of the line.

Remember that these commands must be kept in numerical order, and that all entries are in hexadecimal.

0 **Set character width (daisywheel only)**

This command sends character width changes to the printer. It includes a placeholder for the width (normally 81).

1 **Linefeed**

This command contains the code to be sent to the printer at the end of a line. Normally, a linefeed for daisywheel printers, and a linefeed plus carriage return for dot matrix printers.

2 **Forward print (daisywheel only)**

This instructs the printer to print from left to right.

3 **Backward print (daisywheel only)**

This instructs the printer to print from right to left. This command should be omitted for those "intelligent" daisywheel typewriters which cannot print bidirectionally (for example, Juki 2200 and Brother CE-51).

4 **Vertical tab (optional)**

This command feeds the paper by several lines in a single smooth operation. The command should include a placeholder for the line number. If this command sequence is omitted from the table, several linefeeds will be used instead.

There is a potential problem when using vertical tabs on some printers. If you have a document with lines longer than the paper width, and the printer automatically wraps lines which are too long, this may cause the printer's line number to get out of step with the program's line number. Vertical tabs would then typically skip to the start of the next page.

5 **Absolute horizontal tab (non-daisywheel)**

This command is the horizontal equivalent of the above: it moves the print head horizontally to a specified character position.

6 **Draft bold on**

This command sequence instructs the printer to switch on draft bold printing, using either emphasised or double-strike modes (or both).

If this command is defined for a daisywheel printer, the printer will effect the style change, otherwise the software will achieve this by microspacing and overstrike. If this command is omitted for a non-daisy printer and a backspace command is defined, then bold text will be printed using backspace and overstrike.

7 **Draft bold off**

This command sequence instructs the printer to switch off draft bold printing.

8 **NLQ bold on**

This command is similar to (6), but operates in NLQ mode.

If your printer does not support NLQ printing, you can omit all the NLQ commands.

9 **NLQ bold off**

This should switch off bold and ensure that the printer remains in NLQ mode.

A **Draft italic on**

This command instructs the printer to switch on italic printing.

**B Draft italic off**

This command instructs the printer to switch off italic printing.

**C NLQ italic on**

This command instructs the printer to switch on italic printing in NLQ mode.

Some printers (Epson LX-80 etc) cannot print italic in NLQ mode. In this case use this command to switch off NLQ then switch on double-strike and italic!

**D NLQ italic off**

This command instructs the printer to switch off italic printing in NLQ mode.

If you have switched off NLQ mode to print italic, you will need to switch it back on here.

**E Draft light on**

If your printer has a second colour ribbon, use this command to switch ribbons, otherwise omit the command.

**F Draft light off**

If you use light to switch to a second colour, use this to switch back to black, otherwise omit the command.

**10 NLQ light on**

Use this command to switch out of NLQ into draft mode to give the effect of a lighter face.

**11 NLQ light off**

Switch NLQ back on again.

**12 Draft superscript on**

For dot matrix printers, this command instructs the printer to switch on superscript style.

For daisywheel printers, this command (usually) performs a reverse half linefeed.

**13 Draft superscript off**

For dot matrix printers, this command instructs the printer to switch off superscript style.

For daisywheel printers, this command (usually) performs a half linefeed.

**14 NLQ superscript on**

For certain NLQ dot matrix printers (Epson LX-80 etc) you may need to switch off NLQ in order to print superscript. Otherwise the command is identical to (12) above.

**15 NLQ superscript off**

If you have switched off NLQ to print superscript, you will need to switch it back on here. Otherwise the command is identical to (13) above.

**16 Draft subscript on**

For dot matrix printers, this command instructs the printer to switch on subscript style.

For daisywheel printers, this command (usually) performs a half linefeed.



#### 17 **Draft subscript off**

For dot matrix printers, this command instructs the printer to switch off subscript style.

For daisywheel printers, this command (usually) performs a reverse half linefeed.

#### 18 **NLQ subscript on**

For certain NLQ dot matrix printers (Epson LX-80 etc) you may need to switch off NLQ in order to print subscript. Otherwise the command is identical to (16) above.

#### 19 **NLQ Subscript Off**

If you have switched off NLQ to print subscript, you will need to switch it back on here. Otherwise the command is identical to (17) above.

#### 1A **Draft underline on**

This command sequence instructs the printer to switch on draft underline printing.

If this command is defined for a daisywheel printer, the printer will control underlining. Most daisywheel printers are not intelligent enough to underline correctly in microspaced lines. They will either cheat (by not underlining spaces), or will go wrong under certain conditions! It is safer to let 1st Word Plus control underlining.

If this command is omitted for a daisywheel printer, underlines will be printed by 1st Word Plus during a second pass of the line.

If this command is omitted for a non-daisywheel printer and a backspace command is defined, underlining will be printed by backspace and overstrike.

**1B Draft underline off**

If you have included an "underline-on" command, use this to switch it off again. Otherwise omit the command.

**1C NLQ underline on**

If your printer supports NLQ, this should be identical to (1A). Otherwise omit the command.

**1D NLQ underline off**

If your printer supports NLQ, this should be identical to (1B). Otherwise omit the command.

**1E Formfeed (optional)**

If this code is defined, it is used to feed the paper to the top of the next sheet, otherwise linefeeds will be used.

**1F Horizontal initialisation (optional)**

This code is sent once only at the start of the document.

For a daisywheel printer, this should include a character width command whose placeholder will be replaced by the default character width from (2) above.

**20 Vertical initialisation (optional)**

This code is sent once only at the start of the document.

For a daisywheel printer, this should include a linefeed distance command whose placeholder will be replaced by the default line height from (3) above.

You can include a formfeed in this initialisation string to ensure that the printer is at the start of a page when you print a document.

**21 Printer reset (optional)**

This command is sent to the printer at the end of the document to reset it for use by other programs.

**22 Backspace**

If this command is defined for a non-daisywheel printer, and there is no underline command, underlines will be printed by backspace and overstrike. Similarly, if there is no bold command, backspace overstrike will be used for bold text.

**23 Carriage return**

This command should contain a carriage return (without a linefeed) for use when printing graphics. It will also be used by non-bidirectional daisywheel printers.

**24 Form length in lines**

If this command is defined, it will be output at the start of the document to set the printer's form length to the value on the **Page Layout** dialogue box. This will prevent the printer from automatically starting a new page before the end of page.

**25 Set linefeed distance**

This command is required for graphics output, to control the size of a linefeed. It should contain a placeholder for the linefeed distance.

**26 Print graphics**

This command is used to start a line containing graphics data. The command is followed by two bytes giving the byte count of the following graphics data (Epson-style).

## 27 Reserved

Command 27 is not used. It is reserved for future expansion.

## 28 Draft Pica

On a dot matrix printer, this command is used to switch into Pica pitch (10 characters per inch [cpi]) in draft mode. It should also switch off double-width and condensed printing.

On a daisywheel printer, this should contain a single value giving the character width in the printer's internal units (usually C).

## 29 NLQ Pica

This command is used to switch into Pica pitch (10 cpi) in NLQ mode. This is usually identical to (28), but must additionally switch NLQ on if the printer does not support NLQ with other pitches (Epson LX-80 etc).

Not used on a daisywheel printer.

## 2A Draft Elite

On a dot matrix printer, this command is used to switch into Elite pitch (12 cpi) in draft mode. This command should also switch off double-width and condensed printing.

On a daisywheel printer, this should contain a single value giving the character width in the printer's internal units (usually A).

## 2B NLQ Elite

This command is used to switch into Elite pitch (12 cpi) in NLQ mode. This is usually identical to (2A), but should be omitted entirely for printers that cannot print NLQ Elite, such as the Epson LX-80.

Not used on a daisywheel printer.

## 2C Draft Condensed

On a dot matrix printer, this command is used to switch into Condensed pitch (usually 17.2 cpi) in draft mode. It should also switch off double-width printing.

On a daisywheel printer, this should contain a single value giving the character width in the printer's internal units (usually 8 for 15 cpi).

## 2D NLQ Condensed

This command is used to switch to condensed pitch (normally Condensed Pica for 17.2 cpi) in NLQ mode. This is usually identical to (2C), but should be omitted entirely for printers that cannot print NLQ Condensed, such as the Epson LX-80.

Not used on a daisywheel printer.

## 2E Draft Expanded

On a dot matrix printer, this command is used to switch into Expanded pitch (normally double width Elite for 6 cpi) in draft mode. It should also switch off Condensed mode printing.

On a daisywheel printer, this should contain a single value giving the character width in the printer's internal units (usually F for 8 cpi).

## 2F NLQ Expanded

This command is used to switch into Expanded pitch (normally double-width Elite for 6 cpi) in NLQ mode. This is usually identical to (2E), but should be omitted entirely for printers that cannot print NLQ Expanded, such as the Epson LX-80.

Not used on a daisywheel printer.

**30 Black ink**

This command is used to switch to black ink when printing graphics on a colour printer. Otherwise omit the command.

**31 Magenta ink**

This command is used to switch to magenta ink when printing graphics on a colour printer. Otherwise omit the command.

**32 Cyan ink**

This command is used to switch to cyan ink when printing graphics on a colour printer. Otherwise omit the command.

**33 Yellow ink**

This command is used to switch to yellow ink when printing graphics on a colour printer. Otherwise omit the command.

**Character translation table**

This table must be configured to translate each Archimedes character into one or more codes, to access the nearest equivalent character on your printer.

The character translation table is held in Archimedes character code order, terminated by a zero entry. Each entry comprises the Archimedes code followed by zero or more codes to be sent to the printer, separated by commas, followed by an optional comment preceded by an asterisk (\*).

If you configure your matrix printer to use the standard USA font, or use a standard USA ASCII daisywheel, then the code range 20-7F (hex) of the Archimedes Latin Alphabet 1 character set (ECMA/ISO) can be sent directly to the printer without translation. There need not be any table entries for standard USA ASCII characters.

If you are using a UK ASCII font or daisywheel, you will need to translate both the `ú` and `#` characters to produce correct results on the printer.

Accented characters and other international characters in the second half of the character set can be printed on some printers either by backspace and overstrike or by sending commands to the printer to switch font. In this case the table entry should start with the code of the character to be translated, followed by the data to be sent to the printer.

Where a character cannot be satisfactorily printed, a table entry giving just the character code without any translation will cause the printer driver to skip that character.

See MATRIX file for font switch commands to access accented characters (it switches back to the USA font for standard USA ASCII symbols).

See DAISY file for accented characters on a daisywheel printer achieved by backspace and overstrike. This table will need changing for different daisywheels!

There is no fixed limit on the size of the table, so adventurous installers could try including commands to download character shapes into dot matrix printers for some of the more exotic characters.

## GRAPHICS PRINTING CONFIGURATION

### Printing method

1st Word Plus prints graphics images pixel-for-pixel as shown on the screen, without any scaling or raster transformation. Thus the screen representation of the image in relation to the text will be an approximation to the printed output.

If you have a graphics printer driver installed, each image displayed on the screen is bordered by a dashed line indicating the extent of the image on the printed page. This helps you align your text with the graphics image.

In practice, most Epson-compatible printers will print graphics exactly as shown on the screen, with no relative size change.

1st Word Plus supports colour printers with four-colour ribbons (Epson JX-80, etc). See above under the appropriate printer name in the *Standard printers* section for further details.

### **Unit height**

The unit height (3) must be set to the spacing between lines in internal units. Most Epson-compatible printers have 72 dots per inch, and print six lines per inch, so the lines are 12 dots apart. The Epson LQ-800 has 60 dots per inch in 8-pin mode, so the line spacing is set to 10 for this printer.

### **Unit width**

If the unit width (2) is set to 2, then the picture will be expanded to double width by sending each pixel twice.

This is useful for printers such as the Atari SMM804 which only has a high-density graphics mode (1280 dots per 8", but adjacent dots are not printed).

If the unit width is set to 0 or 1 then the graphics will not be expanded in this way.

### **Graphics resolution**

The x-axis graphics resolution (in pixels per inch) is held in the Configuration Variables (see above). This is used when calculating the effective picture width when displaying the picture border on the screen. If the unit width is set to 2 to double the width of the picture, then this number should be halved to match.

### **Aspect ratio**

If printing on an Epson FX-80, mode 5 (1B, 2A, 5) will produce a square aspect ratio (circles are actually circular). Note that some "Epson-compatible" printers do not support mode 5.



Epson mode 4 (1B, 2A, 4) will print a full screen snapshot on 8" paper, but will produce slightly elliptical circles.

On an Epson LQ-800 or similar, use mode 0 (1B, 2A, 0) for a square aspect ratio. This will expand the picture by some 30%, as indicated on screen by the picture border.

### Colours

Graphics colour printing is "subtractive" and therefore requires black, magenta, cyan and yellow ink to achieve black, red and green printing. Colour subtraction is carried out automatically by the printer driver.

If you print a colour picture on a monochrome printer, the printer driver will automatically convert the colours into an approximate grey-scale representation.

## INSTALLING YOUR CUSTOM DRIVER

### The 1stInstall program

To install your custom driver for operation with 1st Word Plus, it is first necessary to convert the hex printer file into a Configuration file - the format that 1st Word Plus understands.

Follow these steps to do this:

- 1 Load the printer installation program 1stInstall (on the Utilities disc), either from the desktop or from the operating system, in the same way that 1stWord+ is installed (see *Loading 1st word Plus* in the chapter *Getting started* for details).
- 2 When the **Input File** dialogue box appears select the file in the Hex directory which relates to the printer you wish to install.
- 3 Select **OK** or press

- 4 An **Output File** dialogue box will now appear. The **Directory:** box will contain a path leading to the `cfg` directory and the **Filename:** box will contain the name of the file you selected on the **Input File** dialogue box. If you wish to place the file elsewhere or give it a different name, you can use the dialogue box to do so.
- 5 When you are satisfied with the entries, select **OK**.

The printer installation program will convert the hex file to a Configuration file and return you to the **Input File** dialogue box when it has finished.

If the installation program displays an alert, this usually indicates that you have made a mistake when editing the printer file. Check your file carefully for errors.

#### Testing the CFG file

You can test your new Configuration file by selecting it using the printer display line on the 1st Word Plus startup screen, as described in *Switching printers within 1st Word Plus* in the chapter *Saving and printing*.

The `Docs` directory contains a file named `Test` which includes examples of all of the possible print pitches and character styles, a character set table, and a graphics image. Print this file using **Print file...** in the **File** menu to test your new printer configuration.

You can make 1st Word Plus load your driver by default by copying it, renaming the copy `1WP_print`, and moving it to the disc and directory containing `1stWord+`, as described in *Installing a New default printer* in the chapter *Saving and printing*.



Add footnote... 146  
Add ruler... 145  
Add word 149  
Adding rulers 62  
Altering text 19  
Alternate left margin 132

Backing up discs 153  
Backup files 49  
Block editing 21  
Block marking, removing 92  
Block style 24  
Blocks, copying 23, 92  
Blocks, cutting 92  
Blocks, deleting 25  
Blocks, marking 22, 90  
Blocks, moving 23, 93  
Blocks, pasting 24, 92  
Bold 146  
Bold type 14  
Bottom of form margin 57  
Browse... 149

Capitals 14  
Centre 147  
Centred text 14, 74  
Chainfile 179, 204  
Character translation table 231  
Check spelling 148  
Clearscreen 195, 204  
Clipboard 23  
Closing windows 41  
Columns, multiple 196  
Command file 171  
Commands 162  
Conditional page breaks 80  
Continuous check 149

Continuous spell check 116  
Control keys 30  
Copy block 143  
Copying blocks 23, 92  
Cursor movement 19, 44  
Cut block 143  
Cutting blocks 92

Daisywheel printers 217  
Datafile 173, 205  
Decimal tabs 67  
Delete file... 139  
Delete picture 150  
Delete ruler 145  
Deleting footnotes 97  
Deleting rulers 64  
Deleting text 87  
Deleting blocks 25  
Deleting files 128  
Deleting pictures 113  
Dictionaries, merging 121  
Dictionary browser 118  
Display 168, 205  
Documents, merging 89  
Doubleline 205

End block 143  
End spell check 150  
Extra help 27

Fields, skipping 185  
Fieldsep 183, 205  
Filenames 49  
Files, backup 49  
Files, deleting 128  
Files, format 71  
Files, saving 125

Find end 144  
Find start 144  
Find... 140  
Finding marks 94  
Finding pages 45  
Finding position 45  
Fixed spaces 46  
Font table 34  
Foot margin 57, 61  
Footers 59  
Footnote numbers 98  
Footnote format... 145  
Footnote ruler line 96  
Footnote separator 102  
Footnote window 96  
Footnotes 94  
Footnotes, deleting 97  
Footnotes, page breaks with 103  
Footnotes, printing 98  
Footnotes, renumbering 96  
Format files 71  
Function key icons 30  
Function keys 30

Goto line 142  
Goto mark 142  
Goto page 142  
Graphics mode 150  
Graphics resolution 233

Hanging indents 76  
Hard page breaks 79  
Head margin 57, 61  
Headers 59  
Headings, underlined 84  
Help information 26  
Help menu 26

Hide block 144  
Horizontal scroll bar 43  
Horizontal scrolling 44  
Hyphenation 71, 141

Includefile 174, 177, 206  
Indent 147, 206  
Indent command 189  
Indent spaces 47  
Indenting paragraphs 20, 75  
Indenting single lines 75  
Indents, hanging 76  
Input 173, 206  
Insert mode 88, 141  
Inserting pictures 110  
Italic 146  
Italics 17

Justification 69  
Justify 207

Key box 32  
Keyboard 29  
Keywords 162

Labels, printing 211  
Left margin offset 132  
Left margins 58, 65  
Left-aligned tabs 67  
Light 146  
Light type 198  
Line spacing 70  
Load dictionary 148  
Loading the spelling dictionary 114  
Longdate 199

Mail merge 1, 151  
Margin 207  
Margin, bottom of form 57  
Margin command 191  
Margin, head 57  
Margin, top of form 57  
Margin, foot 57  
Margins, left 58, 65  
Margins, right 58, 65  
Marking blocks 22, 90  
Marks, finding 94  
Marks, setting 94  
Master documents 162  
Matrix printers 218  
Memory space restrictions 47  
Merging dictionaries 121  
Merging documents 89  
Mode 12 9  
Mode 20 9  
Mode, insert 88  
Mode, overwrite 89  
Modifying rulers 65  
Move block 144  
Moving blocks 23, 93  
Moving pictures 112  
Moving windows 41  
Multiple columns 196

Nesting files 176  
Noomit 168, 207  
Numbered paragraphs 77  
Numeric keypad 30

Offset, left margin 132  
Offset, page number 132  
Omitblank 167, 207  
OPEN FILE 12, 51



Open file... 137  
Overwrite mode 89

Page border 38  
Page breaks, conditional 80  
Page breaks, hard 79  
Page breaks, soft 78  
Page breaks with footnotes 103  
Page breaks 197  
Page layout... 145  
Page length 58  
Page number offset 132  
Page numbering 61  
Page numbers 197  
Pagenum 198, 208  
Pages, finding 45  
Paper size 57  
Paragraphs, indenting 20, 75  
Paragraphs, numbered 77  
Paste block 143  
Pasting blocks 24, 92  
Pictures, deleting 113  
Pictures, inserting 110  
Pictures, moving 112  
Pitch 68  
Pitch, character 197  
Position, finding 45  
Print file... 138  
Print quality 134  
Printer characteristics 221  
Printer installation 128  
Printer types 213  
Printers 153  
Printers, daisywheel 217  
Printers, matrix 218  
Printers, standard 218  
Printing 130

Printing footnotes 98  
Printing method 232

Quit 202  
Quit all... 41, 140  
Quit... 28, 41, 139  
Quitting 135  
Quotes 184, 208

Ragged 166, 193, 208  
Read 166, 208  
Read file 139  
Read picture... 150  
Read ruler... 145  
Recordsep 183, 209  
Reformat... 148  
Reformatting mailmerge text 186  
Reformatting text 109  
Removing block marking 92  
Renumbering footnotes 96  
Repeat 169, 195  
Repeat find 140  
Replace... 140  
Replacing 107  
Right 147  
Right margins 58, 65  
Right-aligned tabs 68  
Right-aligned text 74  
Ruler length 63  
Ruler line 38  
Ruler line, footnote 96  
Rulers, adding 62  
Rulers, deleting 64  
Rulers, modifying 65  
Rulers, storing 66

Save and resume 127, 139  
Save as... 138  
Save file 138  
Saving files 125  
Saving text 28  
Scroll bars 38  
Scrolling 42  
Scrolling, horizontal 44  
Scrolling, vertical 43  
Searching 104  
Set mark... 142  
Setting marks 94  
Setval 209  
Show position 144  
Show ruler 144  
Singleline 210  
Skiprecord 210  
Soft page breaks 78  
Spaces, fixed 46  
Spaces indent 47  
Spaces, stretch 46  
Spaces, variable 46  
Spacing, line 70  
Spell check, continuous 116  
Spelling correction 119  
Spelling dictionary additions 117  
Spelling dictionary deletions 121  
Spelling dictionary, loading 114  
Standard printers 218  
Start block 143  
Startup screen 33  
Statistics... 141  
Storing rulers 66  
Stretch spaces 46  
Subscript 147  
Superscript 147

Tabs 15  
Tabs, decimal 67  
Tabs, left-aligned 67  
Tabs, right-aligned 68  
Text, centred 74  
Text, deleting 87  
Text, reformatting 109  
Text, right-aligned 74  
Text window 13, 36  
Title bar 37  
Top of form margin 57  
Typefaces 83  
Typing text 16

Ukdate 199  
Underline 146  
Underlined headings 84  
Underlined text 15  
Usdate 199

Variable spaces 46  
Vertical scroll bar 43  
Vertical scrolling 43

Window size icon 40  
Windows, closing 41  
Windows, moving 41  
Word processor 1  
Word wrap 16, 70, 142  
Workspace 37  
WP mode 33, 141  
Write block 139

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100