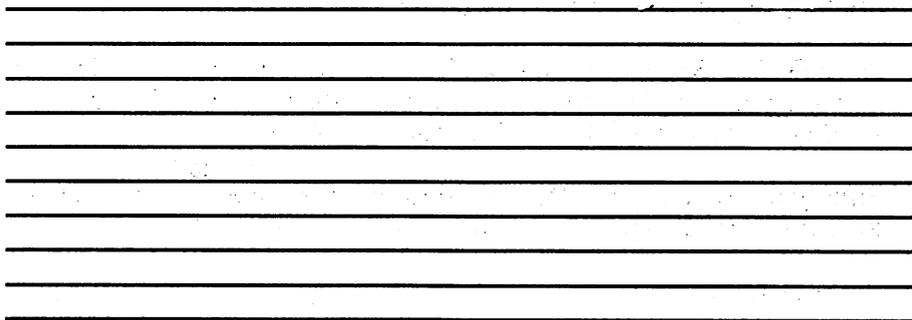


Real Software, Inc.

Presents

Commodore
Home Office Writer 64



The Home-Office Writer is a powerful word processor which speeds up your ability to write letters, reports and other text documents.

Unlike a typewriter, the word processor lets you make the changes you want instantly. If you want the first paragraph to be last or you want to remove the fourth paragraph entirely, Home Office-Writer will accommodate you.

Loading Instructions: Insert the disk into the drive with the label facing up and oval facing towards the drive's door. Do not touch the part of the disk that is exposed by the oval as this could damage information stored on the disk.

This is a 64K, 40 column program so it operates on the Commodore 64 and the Commodore 128 in 64K mode. To put your Commodore 128 into 64K mode, hold down the Commodore logo key (bottom, left) when you turn the computer on. If you are in the 128K mode, you can type GO64. The computer is ready when you have a blue screen that says: "64K RAM System. 38911 Basic Bytes Free." and the cursor is blinking. Type: LOAD"*",8,1 and press RETURN.

Data Disks: Make sure that you have at least one formatted data disk on which you can save information. Insert the formatted data disk into the disk drive that will be used for data storage.

Simply insert your formatted data disk into the drive from which you loaded Home-Office Writer. All data will be saved to this disk.

Entering Text

Once you have loaded Home-Office Writer and have inserted your data disk, you are ready to begin entering text. The cursor will be situated at Line 1, Column 1.

There are generally three stages to word processing. First you write, then you edit, and then you save the final document to disk and/or print it out.

If you specify a file name that already exists Home-Office Writer will ask if you want to replace the old file with the new file. This prompt simply reminds you that there is a file on disk with the same name, if you choose Y than the old file will be overwritten.

After you are prompted to save a file, you are given a list of Quit options. To cancel the Quit option and resume work, select 0.

To clear the screen and begin work on new text, select 1. To confirm that you do indeed want to quit, select 2.

The Commodore Keys

There are a number of commands that give you access to additional features in Home-Office Filer. These are accessed when a letter key is pressed with the Commodore key. The Commodore key (C=) is located on the bottom left side of the keyboard.

C=A - Ascii Codes. This enables you to define up to nine Ascii codes. Ascii codes are used by your printer to reproduce special features like boldface, condensed print and oversized print. Refer to your printer manual to find the correct ascii codes for each feature.

For example, say the code for boldface print is 27,50. Use the cursor to move to row 0 in the ascii code window and enter "27,50" followed by a RETURN. Press the RUN/STOP key to exit the ascii code window.

You would then embed this ascii code into your document using the "Embed Ascii Value" command (CTRL A.) You will see an example of this when the "Embed Ascii Value" command is discussed later on in this manual.

C=C - Copy/Move. This allows you to copy or move blocks of text. When you select this function, Home-Office Writer gives you the option to copy, move, or cancel. If you select copy or move, specify the range you want to copy or move using the cursor keys.

C=D - Delete/Rename/Format. This function allows you to perform a number of useful options to help keep your files and data disk in order.

Delete a File. Specify the name of the file you want to erase.

Rename a File. Specify the old file name and new file name, separated by a comma.

Format a Disk. If you need a new data disk, you will have to format the disk before storing any files on it. Specify a disk name and a two digit ID number, separated by a comma. Be sure the disk does not contain important information.

C=E - Erase. This function allows you to erase blocks of text. As with the Copy/Move function, specify the range you want to erase using the cursor keys.

C=F - Find & Replace. This function allows you to search through your document for a particular word, phrase, or sentence and replace it with something else.

You will first be prompted to move the cursor to the beginning of the range you want to search. Home-Office Writer will then ask for a word to find and a word to replace it with.

C=I - Insert On/Off. This is a toggle key that lets you enter and exit the INSERT MODE. When you turn the computer on, you are in OVERWRITE mode. This means that if the cursor is on another letter and you type another letter, the former will be replaced.

By using the INSERT mode, you can insert text in the middle of a document without erasing what is already there.

C=L - Left Margin. This is used to set the left margin for printing documents. The number you enter here will determine the spaces from the left edge of the paper to where the margin begins.

Word Wrap

As you begin writing you'll notice that when you get to the end of the line you don't have to hit RETURN. The cursor jumps to the next line even if you are in the middle of a word. This is known as word wrap.

The command bar at the top of the screen always lets you know where the cursor is on the screen. The text at the top of the screen is the listing of the Home-Office Writer function key commands.

Function Key Commands

F1/F2 Change Colors: You can change the text color using the F1 key and change the screen background color using the F2 key. You can run through the whole spectrum of screen and background colors by pressing these keys.

F3 Directory: This command will display the disk directory of your data disk. You can view the exact name of each file that you have stored on your data disk. The list appears in a window on screen which can be scrolled by pressing the cursor keys. You can close this window by pressing the RUN/STOP key.

F4 Print: Before you choose PRINT, it is a good idea to SAVE (F6) your document in case you should have printer difficulties. If your printer is not hooked up and on line you could lose your file if it has not been saved.

When you select PRINT a window will display the printer settings. You can accept these settings by choosing 1:Print or you can change these settings by choosing 2: Change settings. Again, if you choose 1:Print, be sure your printer is hooked up and on line.

The printer settings are the values currently used by the program for your disk drive and printer. These settings are the most commonly used values so you probably won't have to change them.

Some printers require a different device number, file number and secondary address. The printer manual will specify these values which you enter in the message center at the bottom. Responding Y to print out in Standard Ascii will output an ascii file to the printer.

If you are not using continuous paper respond N to the prompt "Continuous Paper?" Hit the RUN/STOP key to back out of PRINT.

F5 Load: Choose the LOAD command to load a file from the data disk. When you select F5 you will be prompted to move the cursor to the destination where you want the file to be loaded.

If no files are loaded, the destination will be line 1, column 1. If you do have files loaded, you can move the cursor to the end of the file on the screen. The file you load from disk will be put at the end of the present document.

This is a simple method for chaining documents together that are stored separately on disk.

You will then be prompted for the exact file name of the disk file you want to retrieve. If the file is not on the disk, Home-Office Writer will display the message "File not found."

F6 Save: Choose SAVE to save the text currently displayed on the screen to disk. Specify a name at the Save prompt. You should intermittently save your work in case the unexpected should occur.

F7 GoTo Choose the GOTO command to move the cursor to a particular line. Home-Office Writer will prompt you for the line number you wish to go to. Enter the number and press RETURN. The cursor will be brought to the first column of the line specified.

F8 Quit Choose QUIT to exit Home-Office Writer. When you select F8 Home-Office Writer will ask if you want to save the text before you exit. If you respond Y you will be prompted to specify a file name.

C=M - Memory Remaining. This displays the approximate number of characters, and lines, remaining to enter. The maximum amount of characters you can enter (each document) is over 28,000. The maximum amount of lines in a document is over 400.

C=N - Page Numbering. This controls page numbering when printing. Using 1 turns page numbering on and 0 turns it off.

C=R - Right Margin. This is used to set the right margin for printing documents. The number you enter here will determine the spaces from the left edge of the paper to where the margin begins.

C=S - Page/Document Length. This tells the printer how long the paper is and how many lines of a document you want to print on each piece of paper. Standard 8 1/2x11" paper has 66 lines per page.

C=T - Tab Settings. This allows you to set up to 20 tabs. Place the cursor in the column where you want to set a tab. It doesn't matter what line you are in. This acts as a toggle. To erase a tab, place the cursor in a column where a tab is set and press "C=T."

The Control Keys

As with the Commodore Key commands, Control Key commands give you access to more features. These are accessed when a regular letter key is pressed with the CONTROL key.

The CONTROL key (CTRL) functions appear in "inversed video." CONTROL key functions are used to configure a document for printing. Even though the characters are on screen, they do not print.

CTRL A - Embed Ascii Value. This is used in conjunction with the ascii codes you set up in the ascii code window (C=A.). For instance, say you specified the ascii code for boldface print (say "27,50") in row 0 of the ascii code window.

To have the entire document print in boldface, you would embed that code at line 1, column 1 of your document. Position the cursor at line 1, column 1. Press "CTRL A" and then press "0."

CTRL B - Page Break. The printer will start a new page when it encounters this command. Usually, the program starts a new page based on the lines per page specified in "Page/Document Length." With this, you can start a new page at any point in a document.

CTRL C - Center Text. This function will center text in the middle of a page. This is good for titles and headings. Centering is turned off when a RETURN is encountered, so if your title is more than a paragraph, you have to embed "CTRL C" on each line.

CTRL E - Full Justify. This justifies text in a document. Full justification evens text on each line so that both columns are even.

More Keys

Home: Press the HOME key to move the cursor to the top left. **CLR:** (SHIFT and CLR/HOME) Press CLR to move the cursor to the end of the display.

DEL: Press DEL to delete characters to the left of the cursor.

INST: (SHIFT and INST/DEL) Press the INST key to insert spaces to the right of the cursor.

Sample Letters

There are sample letters on the master disk you can load and use. The letters are designed to cover a variety of occasions, including many business and personal situations, including apologies, refusals, complaints, thank you's and regrets.

For a list of the letters, display the directory and load them the same way you would any document. You'll see files listed such as "Thanks," "Sorry," "Hi" and others. And you can edit it to suit the situation.