



PERSONAL COMPUTER

128

BUSINESS
APPLICATIONS



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*Script
128*

SCRIPT 128

USER MANUAL

ACKNOWLEDGEMENTS

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Script 128 was created as Superscript for Precision Software Limited. Its creator is Simon Tranmer and it has been modified to run on the Commodore 128 by Tom Cranstoun and Malcolm North.

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SECTION ONE

INTRODUCTION

1.1 THE SCRIPT 128 PACKAGE

Script 128 is the intelligent, fully professional word processor for your Commodore 128. It offers you all the usual advantages of word processing - cut and paste editing, mail merge, tabs, search and replace, print preview - plus other advanced features such as an arithmetic function for totalling rows and columns, a second text area, wordwrap, 80 or 40 column display, and customized printer output with programmable options.

The Script 128 package comprises one manual and one disk. The Script 128 program disk is protected and the program cannot be copied. If this disk becomes damaged for any reason other than misuse, Commodore will replace it free of charge. A voucher for the purchase of a backup copy of Script 128 is enclosed with the Script 128 package.

This manual consists of two major parts. The first part (Sections Two, Three and Four) contain two tutorials and further exercises to help you learn about Script 128. The second part is the Reference Section setting out all the features of Script 128 in a logical order so that particular aspects of the program can be easily accessed while you are using the program.

Commodore recommends that, even if you are an experienced computer or word processor user, you carry out the tutorials and the further exercises before starting to use Script 128 on your own applications.

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SECTION TWO

TUTORIAL ONE

2.1 INTRODUCTION

This Tutorial is designed so that you can learn to use the Script 128 word processing system as quickly as possible. It takes you through loading documents from disk, using menus and commands, creating new documents, updating documents, cut and paste editing, arithmetic, handling a mailout, and obtaining screen and printed output.

You are going to concentrate on the things you will need to use Script 128 on a day to day basis. At the end of these tutorials is Section Four which gives further information and exercises to enable you to become proficient in all the major functions offered by Script 128.

2.2 HOW TO USE THE TUTORIALS

To use these tutorials you need:

- A Script 128 system disk,
- A blank disk, to be prepared as a Training Work Disk,
- The Script 128 User Manual (this book),
- The Commodore 128 Introductory Guide and your printer manual.

Set aside enough time for the training session so that you do not have to rush. Remember, you are in control of the training session, so take as much time as you need, there are no prizes for finishing in record time.

Follow carefully the instructions you are given. If you miss anything or get confused, go back and re-read the bits you are not sure about. When you want to break, just stop until you are ready to go on.

Do not worry about making mistakes. They are part of the learning process and are easily corrected.

2.3 KEYBOARD NOTES

In this manual abbreviations and conventions are used to represent various functions and keys. These are as follows:

F1 or F3 Two or more keys separated by the word or means press one of the keys shown.

CONTROL-Q Two or more keys separated by “—” means hold down the first key and then press the second key. In this case, hold down the CONTROL key and press Q.

F1, D, L Two or more keys separated by a comma and a space means press the keys one after the other. In this case, press F1, then D, then L.

RETURN Press the RETURN key.

Appendix B gives details of moving the cursor and correcting mistakes. Read that Appendix now.

2.4 DISPLAY SCREENS

Script 128 works with 40 or 80 column displays. The type of display you are using is selected with the 40/80 DISPLAY key before switching on the computer. Set this key in its depressed position if you have an 80 column monitor and the raised position for a 40 column monitor. This is described fully in the Commodore 128 Introductory Guide.

Script 128 has been designed with a colour monitor in mind. However, it works perfectly well in mono.

2.5 SETTING UP THE COMPUTER

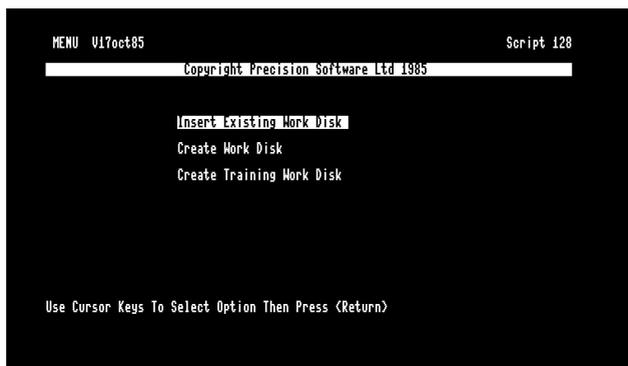
Details about setting up and switching on your Commodore 128 computer are given in The Commodore 128 Introductory Guide. Most printers will work straight away with Script 128. If, however, your printer does not work immediately, refer to Section Seven. You may also need to refer to your printer manual.

These tutorials are designed for a system with a single disk drive set up as unit 8.

2.6 LOADING SCRIPT 128

Ensure that your computer and printer are properly connected and switched OFF. Unless you have a Commodore 128D with integral disk drive, your disk drive should be connected and switched ON.

Insert the Script 128 program disk into the disk drive (drive 0 of a dual-drive system) and close the drive door. Instructions for doing this are given in the Commodore 128 Introductory Guide. Switch on the printer, monitor, and computer. The SCRIPT 128 logo is displayed and Script 128 is loaded into the computer's memory. When this is complete, the screen looks like this:



2.7 CREATING A TRAINING WORK DISK

The first task is to create a Training Work Disk. To do this select the Create Training Work Disk option from this Initial screen. Press the Cursor Down key twice, so that the Create Training Work Disk option is highlighted, and press RETURN.

The prompt Single-Drive Dual-Drive is then displayed at the top of the screen with the words Single-Drive highlighted. Press RETURN if you have a single-drive system. If you have a dual-drive system, press the CURSOR RIGHT key once so that the words Dual-Drive are highlighted, then press RETURN. Now follow the appropriate set of instructions below.

2.7.1 SINGLE-DRIVE SYSTEMS

The prompt "Insert Program Disk: <RETURN>" is displayed. Ensure that the program disk is in the drive and press RETURN. Script 128 displays the message "READING" on the top line.

After a short time the prompt "Put Blank Disk In Drv 0 Unit 8: <RETURN>" is displayed. Remove the program disk, insert a blank disk into the drive, and press RETURN. The message "FORMATTING" is displayed. This changes to "WRITING" after a short time and, when the Training Disk creation is complete, the prompt "ENTER Printer Type:" is displayed.

The following table gives a list of printers and the printer type to be entered for each of those printers. If the name of your printer appears in the left hand column, enter the printer type opposite it in the right hand column. If you make a mistake, pressing the INST/DEL key removes the previous character typed.

Printer	Printer Type
CBM Dot Matrix	cbm dot matrix
CBM Daisywheel	cbm daisywheel
Epson	epson
Diablo	diablo
Qume	diablo

Juki
NEC Spinwriter
Ricoh 1600S

diablo
spinwriter
spinwriter

If your printer does not appear in the above list, enter the printer type `epson`. When the printer type is as you wish, press RETURN. The messages "PROCESSING" and "defaults" are displayed. The Printers section of this manual gives instructions for entering the correct details for your printer. However, if you cannot use your printer yet, the tutorials give instructions for Viewing as well as Printing. Follow the Viewing instructions only.

When Script 128 has finished processing the defaults file, the Initial Menu re-appears on the screen. Select the first option from this menu by pressing RETURN. Your printer type is then displayed on the screen. Confirm this by pressing the space bar, the Script 128 Edit screen then appears.

Remove the disk from the drive and label it "Training Work Disk". Remember to write on the disk label using felt tip pen only. Then replace the disk in the drive. Turn to Section 2.8 to continue with this tutorial.

2.7.2 DUAL-DRIVE SYSTEMS

The prompt "Insert Program Disk: <RETURN>" is displayed. The program disk is already in the correct drive, so press RETURN. The prompt: "Put Blank Disk in Drv 1 Unit 8: <RETURN>" is then displayed. Place a blank disk in the other drive and press RETURN. The message "PROCESSING" is displayed while information is copied from the program disk to the blank disk.

When this is complete the prompt "ENTER' Printer Type" is displayed. Enter in your printer type as described in Section 2.7.1. Details of your printer are placed on the Training Work Disk. The Initial Menu re-appears on the screen.

Remove the disk from drive 1 and label it "Training Work Disk". Remember to write on the disk label using felt tip pen only. Remove the program disk from drive 0 and place your Training Work Disk in that drive, select the first option on the Initial Menu by pressing RETURN. Your printer type is then displayed on the screen, confirm this by pressing the space bar. The Script 128 Edit screen then appears.

2.8 THE EDIT SCREEN

The Script 128 Edit screen has three areas. The top two lines are Status Lines. The reverse field line below the Status Lines is the Tabs Line. The remaining 22 lines below the Tabs Line is the work area where you enter your text.

The Status Lines are where messages are displayed which tell you what is happening in Script 128, The word EDIT is currently displayed on the left of the top Status Line. This indicates that anything you now type will appear at the cursor in the work area.

At the right hand end of the first Status Line are the line and column counters, L and C. These show the current position of the cursor. The cursor is the small flashing square in the work area. The next character typed appears at the cursor position and the cursor moves one position to the right. Appendix B gives instructions about moving the cursor and making corrections.

The Tabs Line shows the current tab positions. These are shown by slashes and are initially set at 10 column intervals.

Below the Tabs Line there are 22 lines of work area where text is entered.

2.9 LOADING A DOCUMENT

You are now going to look at a letter on the Training Disk. Press the F1 key once. The word EDIT disappears, and one or two lines of words (depending on whether you have an 80 or 40 column monitor) appear on the Status Lines. This list

constitutes Script 128's Main Menu of commands. The first word, or option, of the Main Menu (Go) is highlighted. The Tabs Line displays a help message which gives a short explanation of the option, or command, that is highlighted on the Status Lines.

Press the CURSOR RIGHT key four times. Each time you press the key, the next command is highlighted. The command Document is now highlighted. If you go past this command press the CURSOR LEFT key to move the highlight to the left. Press RETURN, and the Document Menu is displayed. If you make a mistake and select the wrong menu, press CONTROL-Q (hold down the CONTROL key and press Q). The EDIT screen re-appears. Press F1 to obtain the Main Menu again.

The first command on the Document Menu is Load. This is the command you want as you are going to Load a letter from the Training Disk into the computer's memory. Load is already highlighted, so press RETURN. The prompt "ENTER Document Name" is displayed. You can either enter the document name after this prompt, or you can view the list of documents on the disk (the directory of the disk) and select the one you require from that list. You are going to use the second technique now, so press the SPACE BAR. After a short time the directory of the Training Disk is displayed on the screen. The first name of this list is highlighted. Move the highlight to the name "first letter" by pressing the CURSOR DOWN key. If the highlight goes too far, move it back up the list using the CURSOR UP key. When "first letter" is highlighted, press RETURN. Script 128 then loads that document into the computer's memory and, after a short time, it appears on the screen.

Read through this letter. To bring the lower part of the text into sight, move the cursor to the bottom of the screen and press the CURSOR DOWN key. The screen then scrolls up and the end of the letter is displayed.

2.10 VIEWING A DOCUMENT

Before printing the letter use Script 128's Print View command to check how the letter will look when it is printed.

To do this press the F1 key. The Main Menu appears on the Status Line. Press the CURSOR RIGHT key three times, until the command Print is highlighted, and press RETURN. The Print Menu is displayed. The command View is highlighted. This is the one you want, so press RETURN.

Script 128 then displays the letter as it will appear when it is printed. On a 40 column screen only part of the text is displayed at one time. Pressing the TAB or F7 key moves the screen 20 columns to the left, pressing the CURSOR RIGHT key scrolls the screen to the left. Press RETURN to display the left hand side of the document again.

The word "VIEWING" is displayed on the first Status Line to indicate that you are Viewing the document i.e. it is not the EDIT screen you are looking at. The counters P and X at the top right of the screen tell you which page of which copy you are viewing.

Press the CURSOR DOWN key to scroll the letter up the screen. You can now see the end of Mr DuDaire's letter (Urban Explorers Association).

Now return to the Edit screen by pressing F3 or the RUN/STOP key. When the EDIT screen re-appears, the cursor is positioned at the end of the letter, it marks the point at which you stopped Viewing the letter.

2.11 PRINTING A DOCUMENT

You are now going to print "first letter". If you were not able to enter the correct printer type in Section 2.7.1 or 2.7.2 continue the tutorial from Section 2.12. Press the F1 key, move the highlight onto Print and press RETURN. The Print Menu appears. Move the highlight onto Print in this menu. Check that your printer is connected, switched on and has paper in it. When your printer is ready, press RETURN to select Print from the Print Menu. The document "first letter" is then printed out.

If the letter is not printed, the printer details Script 128 placed on the Training Disk are probably incorrect. More information

about printers is given in Section Seven. Continue the tutorials Viewing the documents only instead of printing them.

If your system has hung, so that there is no cursor flashing and neither CONTROL-Q nor any of the other keys have any effect, then hold down the RUN/STOP key and press the RESTORE key. This causes the Edit screen to be re-displayed.

2.12 CLEARING THE WORK AREA

Now you are going to type a letter. First, clear the text area. Do this by pressing F1 and selecting the ERASE command from the Main Menu. The Erase Menu is displayed. It gives the erase commands, these only work on the text in memory, they do not affect anything on disk. Use the CURSOR RIGHT key to move the highlight to All. On 40 column screens the commands are on two lines, but this does not matter because the highlighting moves automatically from the end of the first Status Line to the beginning of the next. When All is highlighted, press RETURN. The prompt "Proceed Abandon" is displayed with the word Proceed highlighted. This Confirmation Menu allows you to abandon this operation at this point if you wish, in case you have, for example, selected the wrong command. Proceed is highlighted, so select this option by pressing RETURN. The document "first letter" is erased from the work area.

2.13 TYPING A LETTER

Insert two blank lines by pressing RETURN twice. You can see one of Script 128's special characters appear, the paragraph marker. Script 128 uses these special characters, or markers, during printing, to tell it how to print the text. Because of this you must never leave a completely empty line otherwise there will be errors during Printing or Viewing. To place blank lines in your text, use RETURN to insert a paragraph marker.

Type the following letter (with spelling mistakes), remembering to press RETURN only where a paragraph marker (a left arrow) is shown in this letter.

John Dupy←
President←
Super Sucker Company←
123 Main Street←
New York, NY 12345←

←
November 5, 1985←

←
Dear John,←

←
Your suction cups really amaze us! As I said on the phone, our star climber, Clarence Rant, and I have talked it over and we'd like to order the following:←

- ←
- 2-4" suction cups & glove attachment←
 - 4-6" suction cups & straps←
 - 2-4" suction cups & shoe-straps←
 - 1-8" suction cup & helmet attachment←

←
As you can imagine, the winds will be fairly brisk around the 40th Floor of the Empire State Building, where Clarence will be eating lunch. Do you think the 8" helmet cup will be sufficient? He doesn't want to get blown off the wall. Another question John, Clarence has back problems, and he'd like to exercise a few times on the way up. Do you make a 20" suction cup so he can turn around, hang from his rear end, and do a few toe touches? Or is this impractical?←

←
Please rush us the cups, John. We're desperate to get started. Don't forget to keep all of this under your hat until we've had a chance to notify the press. Thanks, John, we're counting on you.←

←
←
←
Regards,←

←
←
←
←

Ivan DuDaire←
President←
Urban Explorers Association←

Do not press RETURN at the right hand edge of the screen. As you start to type a word over the right hand edge of the screen, Script 128 “wraps” that word onto the next line so that it is not split. This is called “wordwrap”.

If you make a mistake, the INST/DEL key removes the previous character typed. Appendix B gives instructions about moving the cursor keys and correcting mistakes.

2.14 EDITING THE LETTER

Before editing the letter you are going to learn some of the cursor movement commands.

Press F1 and then RETURN to select the Go Menu. This menu contains the cursor movement commands. Highlight each one in turn and read the help message displayed on the Tabs Line. When the highlight is on the last command in the Go Menu, pressing CURSOR RIGHT moves it to the beginning of the list. Each menu is a continuous loop which you can travel round in either direction.

When Start is highlighted again, press RETURN. The cursor moves immediately to the start of the text. Press the F1 key again, then RETURN for the Go Menu, highlight Number and press RETURN. Script 128 prompts “ENTER Line Number”. Type 13 and press RETURN. The cursor appears at the beginning of line 13. Try some of the other Go commands. DO NOT use the Go Change command.

When you have tried out as many of the Go commands as you wish, move the cursor to line 13 again. To do this press F1, highlight Go and press RETURN, highlight Number and press RETURN, type 13 and press RETURN. Then hold down the CONTROL key and press E four times. The cursor is now at the beginning of the word “amaze”. Each time CONTROL-E is

pressed, the cursor moves to the beginning of the next word. CONTROL-W moves the cursor to the beginning of the previous word.

You are now going to erase “amaze us” and insert a new phrase. To do this, press F1, highlight Erase and press RETURN. The Erase Menu is displayed. Highlight Word, and press RETURN. The word “amaze” is removed, and the text closes up.

To erase the word “us” use the Repeat command, CONTROL-R (hold down the CONTROL key and press R). The Erase Word command is repeated and “us!” is removed from the text.

Next insert some new words into the text. Do this by switching on Insert mode. Press F1, highlight the Set command and press RETURN. The Set Menu is displayed. The commands in this menu allow you to set some of the conditions under which you enter text as well as defining how your text is laid out. The command Insert is highlighted, so press RETURN. You can see that the letter I has been placed next to the W on the top Status Line. This indicates that Insert mode is switched on. If any words were split across the right hand side of the screen, switching Insert mode on causes them to be “tidied up”. This applies only to the paragraph on which you are currently working.

Now type in the words

turn me on

followed by a full stop and a single space. As you type, the text is opened up and the new words are inserted.

Again you may find that some words have been split at the right hand edge of the screen. Correct this by holding down CONTROL and pressing X. The text is tidied up so that no words are split across the right hand edge of the screen.

You are now going to add words to the end of a line. Use the cursor keys to move the cursor to the line that reads “4-6 suction cups & straps”. Place the cursor immediately to the right

of the paragraph marker. Type the following words, without worrying about the movement of the text on screen:

(These are for Clarence's knees and elbows).

If you make a mistake, pressing the INST/DEL key removes the previous character typed.

You can see that as soon as you typed the first parenthesis, Script 128 removed the paragraph marker. This means that all the text from column 1 of that line to the paragraph marker at the end of the next line became one paragraph. Because Script 128 is in Insert mode, the second of the two lines has been moved out of position. Insert mode affects all the text between where you are inserting characters at the cursor and the next paragraph marker.

When you have finished typing the inserted text, press RETURN. A paragraph marker is placed at the cursor position after the text you have entered. The cursor is now at the beginning of the next line which needs tidying up. Move the cursor to column 3. Press F1, highlight Erase, and press RETURN. Now highlight Word and press RETURN. All the spaces between the cursor and "2-4" suction cups etc." are erased. You can, therefore, think of spaces as characters.

Now make another change to the text, this time on your own. Replace the phrase "eating lunch" in the next paragraph by the words "*spending the night*". Do this by moving the cursor to the "e" of "eating lunch", erasing the first word, using CONTROL-R to repeat the command to erase the second word, and typing the new words. Do not forget the full stop and the following space.

Now switch off Insert mode (press F1, highlight Set, and press RETURN twice). The I indicator disappears from the top Status Line. Switching Insert mode off tidies up any split words in the text, just as it does when you switch the mode on.

You are now going to split the paragraph starting “As you can imagine” at the phrase “Another question”. Move the cursor to the “A” of “Another” and press CONTROL-N (hold down the CONTROL key and press N). The paragraph is split and the part starting “Another question” is placed on a new line. A paragraph marker is placed at the cursor position. Press CONTROL-N again to insert a blank line between the paragraphs.

The last three changes are in the final paragraph which is two paragraphs away from where you are now. Move the cursor to that paragraph by pressing CONTROL-P four times. (Pressing CONTROL-O moves the cursor to the previous paragraph upwards).

Now use CONTROL-E to move the cursor onto the word “desperate”.

When the cursor is on the “d”, type “*anxious*” over the existing word. That leaves two unwanted characters at the end of “anxious”. Use the CURSOR RIGHT key to move to the space between “anxiouste” and “to”. Then press the INST/DEL key twice to remove the two unwanted letters.

Finally, correct the error in the word “nottify” on the next line. Move the cursor onto the second ‘t’ and press the INST/DEL key. This removes the first ‘t’.

Before storing this letter on disk, tidy up any split words by holding down the CONTROL key, and pressing X once. Script 128 moves the text around so that no words are split over the right hand edge of the screen.

2.15 STORING THE LETTER

Next give your letter a name. Press F1, highlight Document and press RETURN. The Document Menu is displayed. These commands control most of the operations concerned with documents and disk files. Highlight Name and press RETURN. Script 128 prompts “ENTER Document Name”. Type “my letter”, if you make a mistake, pressing the INST/DEL key

removes the previous character typed. When this name is as you wish, press RETURN. You have now assigned a name to the document you typed. This is displayed on the left of the second Status Line. You are going to use this name in your last operation, which is to store your letter on disk.

Press F1, highlight Document again and press RETURN. Move the highlight onto File and press RETURN. The name you gave to your letter, (my letter), is given after the prompt "ENTER Document Name:". This name can be altered or replaced by another name. In this case, the document is to be stored on disk with the name "my letter", so press RETURN.

Script 128 displays the message "PROCESSING" on the first Status Line, and the disk drive whirrs with the drive active light illuminated. When the document has been saved the message changes to Edit and the cursor starts flashing again.

You are now going to print this letter. Make sure there is paper in the printer, and that the power light is on. Press F1, highlight Print and press RETURN. If you are not using the printer press RETURN again to View the document. If you are using a printer highlight Print and press RETURN. The letter is then printed.

If you are Viewing the letter, press CONTROL-Q to return to the Edit screen. Then clear the screen by pressing F1, highlighting Erase (RETURN), highlighting All (RETURN) and pressing RETURN.

Remove the disk(s) from the disk drive(s), and switch off the system.

2.16 SUMMARY

In this Tutorial you have learned the basics of word processing with Script 128. You can load Script 128, move and position the cursor, select commands from menus, and load, edit and save documents.

In Tutorial Two you learn cut-and-paste editing, how to use Script 128's arithmetic functions, shorthand menu selections, and mail merging. You will then know the main elements of Script 128 and can start utilizing it for your own applications.

SECTION THREE

TUTORIAL TWO

3.1 INTRODUCTION

In this Tutorial you learn to use three of Script 128's most often used functions, cut-and-paste, arithmetic, and mail merge.

Begin by loading Script 128. To do this remove any disks from the disk drives, switch the computer off. Switch on the disk drive (unless you have a C128D with an integral disk drive). Insert the program disk into the disk drive (drive 0 if you have a dual disk drive), close the drive door and switch the computer on. Script 128 is loaded.

When this is complete, the Initial Menu is displayed. Remove the program disk from the drive and insert the Training Work Disk. If you have a dual disk drive insert the Training Work Disk into drive 1. Close the disk drive door and press RETURN. When the screen displays the printer type, press the SPACE BAR and the Edit screen appears.

3.2 CUT-AND-PASTE EDITING

Cut-and-paste editing describes the process of moving entire blocks of text from one part of the document to another.

Load "third letter" from the Training Disk. To do this, press F1, highlight Document and press RETURN. The Document Menu is displayed with Load already highlighted. Press RETURN to select this option. The prompt "ENTER Document Name" is displayed. Type "third letter" with a space between the words "third" and "letter", and press RETURN.

This letter concludes the sad story of the Urban Explorers Association's attempt on the Empire State Building. It contains the facts, but they are not arranged as effectively as they could be. You are going to move the text around to improve the order of the paragraphs.

Move the cursor to the beginning of the first paragraph (F1, Go, RETURN, Number, RETURN, 13, RETURN). If you have a 40 column screen, move the cursor down three more lines, and press CONTROL-E three times. If you have an 80 column screen, go down one more line and press CONTROL-E nine times.

The cursor is now on the word "I'm". Define this sentence as a block of text. Press F1, highlight Area and press RETURN. The Area Menu is then displayed. The option you require from this menu is Block. This is already highlighted, so press RETURN. The message "Use Cursor to Mark Block" is displayed. Use the cursor keys to highlight the sentence until the cursor is on the space after the exclamation mark. The cursor is not part of the block. Now press RETURN. The highlight vanishes. Note that you cannot define a block upwards or leftwards from the cursor starting position.

The block you have defined is called the "current block". Now move the cursor to the start of this paragraph. To do this, press CONTROL-O once. Then press the CURSOR DOWN key once. You are going to move the block you defined (the current block) to this position, making it the first sentence of the letter, Press F1, highlight Area, and press RETURN. To move the block, highlight Move and press RETURN. Script 128 moves the sentence and rearranges the paragraph.

You are now going to make this first sentence a paragraph. With the cursor on the T of The Urban, press CONTROL-N once. This moves the text after the cursor onto the next line. Then use CONTROL-N again to insert another blank line. Finally, use CONTROL-X to tidy up the text.

Now continue with improvements to the letter. Mark the next two paragraphs as a single block, and move them down below the third paragraph. To do this, press CONTROL-E twice to move the cursor to the word "The". Use the Area, Block command to define the block (F1, highlight Area, press RETURN, highlight Block, press RETURN). Move the cursor until the two paragraphs and the blank line after them are highlighted, and then press RETURN.

Now go down one paragraph by pressing CONTROL-P. Press CURSOR DOWN to move the cursor down one more line so that the cursor is over the paragraph marker immediately before "Regards". Move the current block to this position (press F1, highlight Area, press RETURN, highlight Move and press RETURN).

The cursor is still over the paragraph marker before "Regards," but paragraphs two and three have been placed after paragraph four. You have now achieved some cut-and-paste document editing.

The last job is to remove any split words from the Edit screen. Do this by holding down the CONTROL key and pressing 'X'.

Now file this letter as a new document, so that you have both this version and the original on disk. To do this, press F1, highlight Document and press RETURN, highlight File and press RETURN. The original document name is displayed after "ENTER Document Name:" Change this to create a new document by pressing the F3 key (this clears the entry), typing "fourth letter" and pressing RETURN. The amended document is filed under its new name.

3.3 SELECTING MENU COMMANDS BY INITIAL LETTER

So far, when you have wanted to use a menu command, you have first pressed the F1 key, then moved the cursor to highlight the required command, then pressed RETURN. There is, however, a faster way of using the menus. Press F1 to display the Main Menu then, instead of using the cursor keys to highlight the required command, press its initial letter. Script

128 then executes that command immediately i.e. you do not need to press RETURN.

Use this method now to erase all the text from the work area. Press F1, E, A. The prompt "Proceed Abandon" is displayed. Press RETURN to Proceed.

3.4 ARITHMETIC

Although Script 128 does not work like a spreadsheet, it has powerful arithmetic features. You are now going to use them to complete a financial statement for the Urban Explorers Association, a document that already exists on the Training Disk.

So far in these tutorials you have looked at, and edited, documents using 40 or 80 columns. However, many tables are more than 40, or even 80, columns wide. You, therefore, need to widen the area that you work in. You must do this BEFORE loading the document. Press F1, S (for Set) and T (for Text). The prompt "ENTER New Textwidth" is displayed. Type "100" and press RETURN. The Edit screen is now 100 columns wide.

Load the document called "statement". Press F1, D, L, and press the SPACE BAR. The list of documents on the disk is displayed. Use the CURSOR DOWN key to highlight "statement" and press RETURN. The document is loaded with the cursor at line 1, column 1.

The document has two columns of figures and one of descriptive items. If you are using a 40 column monitor you can see only part of the table. In this case, use the cursor keys or the TAB key to view the right hand side of the table. Pressing the RETURN key places the cursor in column 1 of the next line.

You are going to add another column of figures on the right, and then carry out some automatic totalling of lines and columns.

First, set a numeric tab for the new column of figures you are going to enter. Look at the Tabs Line. The slashes at ten column intervals have been replaced by two hash signs. Script 128 records the tab positions when a document is filed on disk, and sets those tabs when the document is loaded into memory. The tabs which were set before you loaded the document statement, are "standard" tabs. They are represented by the slash character (/) on the Tabs Line. The tabs you can see now are numeric tabs, shown by the hash sign (#). Set another tab in column 72. Do this by pressing the TAB key until the cursor is in column 55 (the column counter on the status Line reads 55). Then hold down the CURSOR RIGHT key until the column counter on the Status Line reads 72. Set the tab by pressing F1, T (for Tab), and N (for Numeric). When this is complete you are returned to the Edit screen and another hash sign is displayed on the Tabs Line to show that a numeric tab has been set.

You are now going to enter another column of figures under the heading "Third Qtr". Move the cursor over the "P" of "Personnel" at the beginning of the first line of the table. Then press the TAB key three times to move the cursor to the last column headed "Third Qtr". Type 47,000. You can see, as you type, that the cursor stays in the same place and the characters already typed move one place to the left when the next character is entered. This is because the tab you set is a numeric tab, shown by the indicator N on the first Status Line. When you have entered the number press RETURN. Enter the rest of the figures, shown below, in the same way by pressing the TAB key three times, entering the figures, and pressing RETURN.

42,000
3,832
7,521
11,926
36,469
6,183
1,114
12,499

When you have finished, the cursor is over the “P” of “Police Department”. Using the cursor keys, move it back up to “Personnel”.

Now set a tab for the line totals column, so that you can total the figures across the table. Press TAB three times, and then hold down the CURSOR RIGHT key until the column counter reads 85. Set a numeric tab as you did before, by pressing F1, T, N.

Before totalling the figures in each line, set the number of decimal places to zero. To do this press F1, S (for Set), and D (for Decimals). Type a comma, then 0 (zero), and press RETURN. The zero tells Script 128 that no decimal places are required and the comma tells it to insert commas into its arithmetic results after the millions and thousands, eg. 1428009 is displayed as 1,428,009.

Now add the figures across each line. With the cursor in column 85 on the first line of the table press F1, then C (for Calc), and L (for Line). The number “141,000” appears to the left of the cursor. Press RETURN to place a paragraph marker at the end of that line, press the TAB key four times to move the cursor to the next line total position, and use the repeat CONTROL-R command to total the contents of that line (CONTROL-R repeats the last command you entered). Continue this process until you have totalled all the lines containing figures, remembering to press RETURN after each line total.

The cursor is now in column 1 of line 16, on the word “Police”. Move the cursor down until it is on the “Q” of “Quarterly Totals” and total the figures in the columns. Do this by pressing F1, then C (for Calc), then T (for Table). The columns are totalled and the figures placed on the “Quarterly Totals” line. The cursor is now to the right of the right-hand number, so press RETURN to place a paragraph marker at the end of the line of totals.

Finally, enter some more dashes to tidy up the table. You can do this by yourself. Move the cursor to the beginning of the line “Police Department”, press the TAB key three times, press the minus key (to the right of the + key), TAB to the last column, press the minus key again, and then press RETURN to enter a

paragraph marker. Repeat this until you have completed the table.

Before filing the table on disk check its layout by pressing F1, P (for Print) and V (for View). The table appears on the screen as it will be printed. You can see that something is wrong with it, the final column of figures is mixed up with the list of descriptions in the left hand column. This is because the table is too wide to fit into the given margin settings. It, therefore, “wraps round”. Return to the Edit screen by pressing the RUN/STOP key.

You are now going to change the margin settings so that the table is printed correctly. Press SHIFT-CLEAR/HOME to place the cursor at the beginning of the document. You need to insert a line onto which you can enter the new margin settings. Do this by pressing F1, A (for Area), and I (for Insert). Another line is inserted at the beginning of the document. The cursor is still in column 1 line 1.

Now enter the new margin settings. Press F1, then L (for Layout). Some of the options in the Layout menu have the symbol > after them. This means that those options call another menu of options. Type M (for Margins) and the Margins Menu is displayed. Press L for Left and the prompt “ENTER Value:” appears. Type 5 for the left margin value and press RETURN, ★Im5 is placed at the beginning of the first line with the cursor to the right of this. The right margin value is set using the Right option from the Margins Menu. There is, however, a shorthand method of selecting that option. Press CONTROL-R to repeat the command. The prompt “ENTER Value:” reappears. This prompt is for the left margin, so return to the Margins menu by pressing F3. Then type R (for Right), enter 90 and press RETURN, :rm90 is placed after the ★Im5 on the first line.

You have now entered the required left and right margin settings, so press RETURN to place a paragraph marker on that line. Now view the layout of the table again (F1, P, V). You can see that the table is now as it should be. Move about the displayed document using the TAB key, the cursor keys and the RETURN key. Return to the Edit screen by pressing the RUN/STOP key or CONTROL-Q.

Before printing this table, file it on disk giving it the name "statement 2". The command sequence for filing is F1, D, F. Add a space and the number "2" to the existing filename to get "statement 2", and press RETURN.

Finally, if you are using a printer, print the table. Make sure the printer is set up with paper and ready to go. Note that, if you are using a printer that does not print 85 columns or more across, the printing is "wrapped round" as it was on the screen before you reset the margins.

The next operation you are going to learn about is mail merge. First erase the statement, (F1, E, A, RETURN) and restore the original text width. Press F1, S, T, and, at the prompt ENTER New Textwidth, type 40 or 80, depending on your screen width. Then press RETURN.

3.5 MAIL MERGE

The mail merge is in three stages. First, you write the letter, then you create the document that contains names and addresses of the people to whom you are sending the letter. In the third stage the two are merged to produce one personalized copy of the letter for each person.

3.5.1 THE MERGE LETTER

First load "merge letter" from the Training Disk. Use the Document Load commands F1, D, L. Type

merge letter

and press RETURN

You can see that there is a gap at the top of this letter, where the name and address usually goes, and nothing after the salutation "Dear".

First, enter into the letter a checklist of the information to be picked up from the name and address list. This list must be at the very beginning of the document. Ensure that the cursor is on line 1 and in column 1. Press F1, D, M. The Merge Menu is then displayed.

Select the command Name from this Menu by pressing N. The prompt "ENTER Line Names:" is displayed. You now enter a list of names, each one of which refers to one line of information to be picked up from the name and address list. After the prompt "ENTER Line Names:" type:

```
first,last,title,co.,add1,add2,city,state,zip,div
```

Note that there are no spaces in this list, and that each item is separated from the next by a comma. Also note that no name may be longer than 12 characters and a maximum of 20 names is allowed in each document. If you are using a 40 column screen, do not place a comma after co. or state, press RETURN instead. Then use CONTROL-R to repeat the command sequence F1, D, M, N and continue entering the list.

After typing div, press RETURN. When RETURN is pressed, ★nm: and the details entered after the prompt "ENTER Line Names:" are placed at the cursor position in the text and the cursor is moved to the beginning of the next line.

The last name, div, stands for divider. It defines the blank line that separates one name and address from the next in the document (merge list) containing the names and addresses.

At the beginning of each line containing line names are the characters ★nm:. The highlighted asterisk is called the Layout character. It is used so that Script 128 knows that whatever follows is not ordinary text but something to do with the layout of the document or, as in this case, a special feature. Script 128 does not print it when you print the merged letters. It uses it to make sure it gets the name and address from the merge list correctly, and also to ensure that the name and address appears correctly in the letter.

You are now going to mark the position in the letter for each item in the name and address list, so that the information from the merge list appears where it is required. Position the cursor by pressing RETURN twice if you have a 40 column screen, or four times if you have an 80 column screen.

You need the Merge Menu again, so press F1, D, then M. This time the command you want, Variable, is already highlighted, so press RETURN. Script 128 prompts you to ENTER Marker Name. Type in

first

and press RETURN. The word "first" appears at the cursor position. It is enclosed in parentheses and angled brackets to indicate that it is a Variable marker. It is "variable" because the actual content and length of that marker can vary from letter to letter.

Move the cursor one position to the right and press CONTROL-R to repeat the command sequence F1, D, M, V. Then type

last

and press RETURN. The word last, enclosed in two sets of brackets, appears to the right of first. No further details are required on that line, so press RETURN to insert a paragraph marker and place the cursor on the next line.

The next two lines are slightly different. Some of your contacts may not have a title or a company. You do not want this to show up as blank lines on your letter, so create a Conditional marker instead of a Variable marker. This means that the line is printed only if there is something to print. Set up a "Conditional" marker by pressing F1, D, M, and then C for Conditional instead of V for Variable. After the prompt "ENTER Marker Name:" type in

title

and press RETURN. The word title, enclosed in square and angled brackets, appears at the cursor position. It has the

layout command, ★em, to the left of it to signify that this line is not to be printed if empty. Press RETURN once more to move the cursor to the beginning of the next line.

Enter the rest of the Line Names. The following gives a list of the markers, showing which are Conditional and which are Variable. DO NOT enter a line for div, this is the name and address file divider line which does not appear in the letter.

title	conditional	
co.	conditional	
add1	variable	
add2	conditional	
city	variable	
state	variable	} place these two next to each other on the same line with one space between them.
zip	variable	
first	variable	place after the word "Dear" with one space before.

If one of your markers goes wrong, position the cursor in column 1 of that line and use the Endofline command on the Erase Menu to clear the line. The first twelve lines of your letter should now appear as follows

80 Column Screen

```
★nm:first,last,title,co.,add1,add2,city,state,zip,div<
<
<
<
<
(<first>)(<last>)
★em;(<title>)
★em;(<co.>)
(<add1>)
★em;(<add2>)
(<city>)
(<state>)(<zip>)
```

40 Column Screen:

```
★nm:first,last,title,co.<
★nm:add1 ,add2 ,city ,state<
★nm:zip,div<
<
<
(<first>)(<last>)
★em;(<title>)
★em;(<co.>)
(<add1>)
★em;(<add2>)
(<city>)
(<state>)(<zip>)
```

Store this letter on disk and clear the Edit screen. To store the letter, press F1, D, F, press the SPACE BAR once and type “1” to change the name to “merge letter 1”, and press RETURN. Press F1, E, A, RETURN to clear the Edit screen.

3.5.2 THE MERGE LIST

Creating the merge list (list of names and addresses) is the second stage of carrying out a mail merge. A name and address list has already been set up on the Training Disk. Load this into memory by pressing F1, D, L, and the SPACE BAR. The contents of the disk are listed on the screen. Move the highlight down to the document name “merge list” and press RETURN. The name and address list is loaded.

A name and address list is a normal Script 128 document in every way. except that it is only used with merge documents, has each piece of information on a separate line, and there are no layout commands.

Look at the first name and address, that of John Ferguson. You can see that each item is on a separate line, ending with a paragraph marker. There are no blank lines until the last line which is the line which corresponds to the Line Name div. The inclusion of div is optional, but if it is included in the Line Names

then the blank line must be entered in the name and address list at the appropriate place. This blank line is included to make the name and address list easier to read.

Look at the next name and address for Miranda Spinetti. You can see there is a blank line between “1266 Ridge Road” and “Newville”, so there is no “add2”. That is why you placed conditional markers in the letter, so that empty lines in the name and address do not appear in the letter. Now move down one screen of text, by pressing F1, G (for Go) and D (for Down). You can see that there are similar blank lines in Carlos Suiza’s name and address.

The number of lines in each name and address in the name and address document must always be the same even though the number of lines in the real addresses may vary. In this way Script 128 can keep track of which item in the name and address file corresponds to which Variable or Conditional marker in the merge letter.

Now add some names and addresses. Move the cursor to the beginning of line 31. Overtyping the existing prompts with the following name and address, pressing RETURN at the end of each line. Where the prompts are not completely overtyped by the new information, clear the excess by pressing CONTROL-T instead of RETURN.

Jim
Smith
Associate Editor
Newstime Magazine
Newstime Building
1233 Broadway
New York
NY
10024

Press RETURN once for the blank line for div’.

There are two more names and addresses to be entered by overtyping and using CONTROL-T where necessary. These are:

James	Lena
Reese	Weber
Editor	President
Crazy Stunts Magazine	Urban Reform Association
Apt 2	890 College Parkway
1845 Lejeune Blvd	
Jacksonville	Rockville
NC	MD
28540	20850

Do not forget to place a blank line, with a paragraph marker on it, at the end of each name and address. When you have finished, the cursor should be in column 1 of line 61. Note that this is a multiple of the number of Line Names you entered into the merge letter (10) plus one.

Now store this name and address list on the disk as “merge list 1”. The command sequence is F1, D, F, SPACE BAR, 1, RETURN. Then use F1, E, A and RETURN to clear the Edit screen.

3.5.3 VIEWING THE MERGED LETTERS

You are now going to merge the list and the letter you have just created and View the results on the screen. To do this you need the merge letter in memory. Press F1, D, L, type “merge letter 1”, and press RETURN. “Merge letter 1” is displayed on the screen.

The details from “merge list 1” are inserted into “merge letter 1” using the Merge option of the Print menu. Press F1, P, M. When you press M the command Merge changes from lower to upper case.

The Printing or Viewing does not begin until you select one of the first four commands, View, Resume, Print, or Store. You are going to View so press V. The prompt “ENTER Merge List

Name:" appears. Press the space bar to display the list of the documents on the disk, move the highlight onto the name "merge list 1" and press RETURN.

Script 128 reads the details of the first name and address from the file "merge list 1" and matches the items in it with the Variable and Conditional markers in "merge letter 1". The letter, with the name and address details inserted into it, is then displayed on the screen.

If you have a 40 column screen use the TAB, F7. and CURSOR RIGHT keys to view the right hand side of the letter. Press RETURN to go back to the left hand side. On both 40 and 80 column displays use the CURSOR DOWN key to move down the letter. Keep going down until a highlighted line of dashes appears, indicating that you have reached the end of the page.

Press C to continue and View the next letter. The details of the next name and address are read from the disk, and the next letter is displayed. This time use the CURSOR DOWN and TAB keys to check the letter, then tap the SPACE BAR to move the letter quickly up the screen.

Repeat this process another four times. Look carefully at the display to see that all the names and addresses are in the right position. When you press C the fifth time. you are automatically returned to the Edit Screen and the message End of Merge List is displayed.

You should have seen six perfectly merged copies of your letter. If something was out of position, one or two things may be wrong. The most likely is that you have missed out a paragraph marker. Other errors are a comma at the end of one of your *nm lines, an irregular number of lines in one or more of your names and addresses, or a marker name wrongly typed so that it does not match the names at the start of the letter. If you had any errors in the merge, correct them, and View the letters again.

If you are using a printer, you can print the letters as soon as the View has worked correctly. Make sure the printer is ready and has paper in it. If you have to load single sheets into your

printer manually, then go through the selection of your merge just as before, except that this time, after F1, P and M, select Wait and Print. The printer then stops after each letter, allowing you to load another sheet or adjust your paper. If your printer is set up for continuous printing, select F1, P, M, P.

Further information can be found in the Quick Guide to Mailing in Section 4.7 of this manual. This gives a step by step guide to Mail Merging.

3.6 SUMMARY

In this tutorial you have learned cut-and-paste editing, how to use Script 128's row and column arithmetic and how to carry out a mail merge. You can now start writing and printing your own letters and documents.

Section Four, Further Exercises, gives details about more advanced word processing features and facilities. When you have consolidated the techniques you have learned in these tutorials, and are confident about using them, work through the next section to increase your knowledge of Script 128 and widen your repertoire of word processing operations.

SECTION FOUR

FURTHER EXERCISES

4.1 INTRODUCTION

This section covers specific Script 128 topics. They are arranged so that you can work through them in the order in which they are set out, or select a particular topic, read about it, and carry out any exercise given.

Before attempting this section, Commodore recommend that you carry out the tutorials so that you can undertake the following operations with confidence:

- ★ Load Script 128 and create a Work Disk
- ★ Load, file, and replace documents on the disk
- ★ Use the Cursor Keys to move the cursor around the screen and scan the contents of Viewed documents
- ★ Select commands from the Main Menu using the F1 key and the Initial letter of the command you want.

Once you have completed all the exercises in this section and have mastered all the features covered here, you will be able to use Script 128 competently and efficiently to produce the letters, documents, reports etc., that you require.

4.2 THE TEXT AREAS

Script 128 has two text areas. The number of the text area in which you are currently working is shown on the top Status Line after the word EDIT. The number 1 indicates the first text area, 2, the second text area. Script 128 has two text areas in order to allow you greater editing flexibility.

Of the two text areas, the first is larger. The size of the text areas varies with the text width. To find out the length of a text area, enter the command G (for Go), N (for Number), type 999 after the prompt "ENTER Line Number:" and press RETURN. The cursor moves to the last available line of the text area, its line number is given by the indicator at the top right of the screen. A text area can be thought of as a flexible rectangle, if you flatten it, it gets wider, if you stretch it, it gets narrower.

The length of a document is not limited to the size of your text area. Documents can be linked together by placing a ★lk command at the end of a file and specifying the name of the next file. In this way a chain of documents can be set up and stored on disk and the whole chain can then be printed as one document.

The command for changing from one text area to the other is F1, G (for Go). C (for Change). The other text area then appears on the screen. Text in the text area not displayed is unaffected by changing from one text area to the other.

Some Script 128 conditions are common to both text areas. These are:

- Printer type
- Printer interface setting
- Calculator result
- Default layout
- The last command entered (can be accessed with CONTROL-R)
- Open merge list file

Most of the conditions in each text area can be set independently. These include:

- Cursor position
- Text width
- Search and replace strings
- Wordwrap. Insert, and Numeric modes
- Current block
- Current tabs

Margins, headings, page length, and similar conditions can all be set individually for each document with the Layout command. However, Script 128 also uses a basic set of layout conditions which it usually obtains on start up from the “defaults” file. There are also some internal values that Script 128 uses if it cannot find a “defaults” file. The default or internal value is used for a Layout command if it does not appear in a document. The “default values” are, therefore, common to both text areas.

4.2.1 SOME APPLICATIONS OF THE TWO TEXT AREAS

This section gives some specific examples of using the two text areas.

4.2.1.1 The Duplicate Command

In the tutorials you learned how to define a block of text with the Area Block command. This block can be any size, from a single character to an entire document. Any block that you define remains the “current block” unless you use the Area Move command to move it from its original position.

One of the commands on the Area Menu is designed specially for use with the two text areas, this is the Area Duplicate command. It allows you to copy the current block from the other text area into the text area currently on the screen.

For example, type the words “240 3rd Avenue” in Area 1, and use the Area Block command to make them the current block. Then use Go Change to swap to Area 2, check that Area 2 has the same text width (see below), and use the Area Duplicate command to produce the words “240 3rd Avenue” in Area 2. The duplicated block appears at the cursor position. The current block in the other text area is not affected by the Area Duplicate command.

Before using the Area Duplicate command, always ensure that the text width is set to the same value in both text areas. To check the text width of a text area, place the cursor in column 1 of any line except line 1 and press the CURSOR LEFT key. The

cursor then moves to the right most column of the screen the number of which is shown by the column indicator at the top right of the screen.

4.2.1.2 Cut-and-Paste

Load a large document, e.g. rainbow report, into Area 1. Set a paragraph as the current block. Change to Area 2, check that both areas are the same text width, and use Area Duplicate to copy the current block. Change back to Area 1. Repeat the operation to build up a new document consisting of paragraphs selected from the document in Area 1.

You could use the same technique to build up a selected mailing list in Area 2 from a longer list in Area 1.

4.2.1.3 Mailing

In the tutorial you created a merge letter and a merge list, and viewed the merged letters before printing them. In order to save time, place the merge letter in Area 2 (as letters are usually short) and the merge list in Area 1 (as merge lists are usually longer) before Viewing the letters. Then, if there is an error in the merge list it can be easily corrected by changing to Area 1 (F1, G, C), making the correction and refiling the merge list on disk. Return to Area 1 to continue Viewing the letters.

4.2.1.4 View Different Layouts of the Same Document

To view the effect of different layouts on the same document, Load or Duplicate the same document in both text areas, set up different layout commands for each document, and use the Print View facility to compare their appearances.

4.2.1.5 Quick Load and Print

If you are working in the larger text area, you can easily change to the smaller text area, load a file and View or Print it, without affecting the main task.

4.3 WIDE SCREEN EDITING

In Script 128 you can increase the text width so that you can edit documents, such as wide tables, that cannot be edited on a 40 or 80 column screen. This technique is called Wide Screen Editing.

It is important to realise that the width of the screen on which you edit does not determine the width of the text when it is Viewed or Printed. The commands `★lm` and `★rm` are placed in the documents to specify the document's margins when it is Viewed or Printed.

Set the text width, that is the number of columns you work on, by pressing F1, S (for Set), T (for Text), entering the required text width at the prompt "ENTER New Textwidth:" and pressing RETURN. Script 128 then sets up an Edit screen that number of columns wide. Before carrying out this operation, you must store any document already in the computer's memory and clear the screen.

When you are creating a wide table, make sure that the margin settings are at least as wide as the text area so that the table does not "wrap round" when it is Viewed or Printed. Remember not to set margins wider than can be printed on your printer.

The controls for moving the screen around a document when you View it are:

CURSOR LEFT	:	scrolls left
CURSOR RIGHT	:	scrolls right
TAB	:	jumps 20 columns to the right
RETURN	:	re-displays the left margin
CURSOR DOWN	:	scrolls down
SPACE BAR	:	scrolls down to page end.

Documents created on a wide text area can be loaded into a narrower text area. However, if you load a table created using 100 columns into 80 columns, each line of the table is displayed on two lines of the screen instead of one. It is "wrapped round". This makes it difficult to read and edit. However, it can still be

Printed and/or Viewed as long as the margins are set wide enough to prevent it wrapping round.

Text (as opposed to tables) that has been created on a “wide” screen can be loaded into a “narrower” screen, and a “narrow” document can be loaded into a “wide” screen. However, as a general rule, avoid using a document in a screen width different from the one in which it was created.

40 column screen users may find it easier to use a 40 column screen to create and edit documents that do not require a wide screen. To minimize the need to scroll round the document during Viewing, set margins of 1 and 40 respectively before Viewing to check the text. Then set the margins to the required values, and View the document to check the layout before Printing it.

4.3.1 WIDE SCREEN EDITING EXERCISE

This exercise gives you some practice in the type of functions you need to know in order to edit on a wide screen.

First set the text width to 140 columns. 132 columns is a common width for condensed print on dot-matrix printers, and you may need a few more columns to work in. If you are editing columns of numbers, you should give yourself extra columns to allow for errors, insertions, and the moving of columns.

Clear any text from the Edit screen (F1, E, A, RETURN). Then, select the command F1 Set Text. Type 140 and press RETURN. You do not see any immediate change in the screen, but Script 128 resets the right hand edge of your working area to a point that is “off-screen”.

Note that the minimum text width value is the same as the screen column width, i.e. 40 for 40 column screens and 80 for 80 column screens. The maximum value is 240.

Load the example document “wide table” from the Training Disk. Using the Go commands (see Section Six) to move the

cursor around the document, you can study the way that Script 128 uses the screen as a “window” onto the document. Go Left and Go Right have an extra refinement with any document wider than the screen. If the screen “window” is over the middle of the document, for example over columns 20 to 60 on a 40 column screen, the first use of Go Left takes the cursor to the left edge of the screen as usual. However, repeating the command (CONTROL-R) moves the cursor to column 1. Likewise, repetition of Go Right moves the cursor to the extreme right of the Edit screen, in this case, column 140.

Alternatively, you can step across the document ten columns at a time, using the TAB or F7 key to move to the next tab, or the SHIFT-TAB key to move to the previous tab.

Other cursor controls to practise are:

CONTROL	Moves the cursor to
CONTROL-B	Beginning of text
CONTROL-G	End of text
CONTROL-Y	End of previous line
CONTROL-W	Word left
CONTROL-E	Word right
CONTROL-O	Previous paragraph
CONTROL-P	Next paragraph.

4.4 A QUICK GUIDE TO TABLES

Every line in a table of figures must have a paragraph marker at the end to keep the format intact. There are three ways of inserting the marker:

RETURN	If the cursor is to the right of the text.
CONTROL-N	Splits the line and inserts a paragraph marker.
CONTROL-T	Destroys text to the right of the cursor and inserts a paragraph marker.

You can obtain Sub-Totals using the column addition command. For example:

	223	
	445	

F1, C, C	668	Sub-Total = 223 + 445
	449	

F1, C, C	1117	Total = Sub-Total + 449
	=====	

The first line of dashes must extend to the decimal point (even if it is not used) or the incorrect total is calculated. The command ignores a line of single dashes on the line immediately above the cursor. Figures above any other line of dashes, or a line of other characters, are not included in the addition.

For example:

	223	
	445	

F1, C, C	668	Top 2 lines added up here
	=====	
	449	
	551	

F1, C, C	1000	Last 2 lines added up here
	=====	

When working on the main body of a Table, NEVER use the INST/DEL key, use cursor movement and overtype. Also make sure that Wordwrap mode is off (F1, S, W switches "wordwrap" on and off). When "wordwrap" is switched on, W is displayed on the Status Line to the right of EDIT.

The following summarizes the steps you follow when setting up a table on a wide screen.

1. Erase all text.
2. Reset text width.
3. Set decimal places, the standard setting is 2. Include comma formatting if you wish.
4. Clear existing tabs.
5. Set numeric tabs. Set an extra tab for a totals column if you are going to total the figures across each line. Remember not to set a numeric tab too close to the end of the line or the decimal places and paragraph marker may run into the next line.
6. Enter the numbers into your table. Use TAB or F7 to tab to each numeric tab, then key in the number. If you are totalling the figures across each line, tab to the totals column, total the line (F1, C, L), then press RETURN.
7. Add columns and sub-totals. Use TAB or F7 to tab to each column and give the command (F1, C, C).
8. Add table. Position cursor below and to the left of the first column to be added, and give the command (F1, C, T). Remember to press RETURN at the end of the line.

To boldface or underline headings, use the appropriate Feature command (see Section 6.4). The special characters push the headings out of alignment on the screen, however, this does not affect their positions when they are printed. Insert the characters after lining up the headings, preferably when you have completed everything else in your table. This is the only time you should use Insert mode on a table.

4.4.1 COMMAND SUMMARY

This is a summary of the commands you may need to use when you set up a table of numeric data. This topic is also covered in the tutorials, which Commodore recommend that you work through before attempting a table of your own.

Action	Command
Erase all text	F1, Erase, All, RETURN.
Set decimal places	F1, Set, Decimals, enter value, press RETURN. Maximum of 10 decimal places (rounding is automatic).
Set comma formatting	F1, Set, Decimals, enter comma and then values for number of decimal places, press RETURN.
Clear all existing tabs	F1, Tab, Clear.
Remove one tab	Move cursor to tab position, F1, Tab, Release.
Set numeric tab	Move cursor to tab position, F1, Tab, Numeric. Move cursor to next numeric tab position and use CONTROL-R to repeat the command.
Move to tab	TAB, F7, or CONTROL-I
Back tab	CONTROL-= or SHIFT-TAB
Clear entry	CONTROL-C. This does not close up the text. Cursor can be on the entry or to the right of it.
Erase to end of line	F1, Erase, Endofline. Erases from cursor to end of text line. Text does not close up.
Total line	F1, Calc, Line. Cursor can be anywhere to right of numbers to be totalled.
Total column	F1, Calc, Column. Cursor must be on numeric tab for the column.
Total table	F1, Calc, Table. Cursor must be on an empty totals line, and to left of first tab. All the figures in the table must be at numeric tabs.

4.5 LAYOUT COMMANDS

So far all the examples you have looked at have been single page documents. In this section you are going to look at an example multi-page report and learn to use some of Script 128's more advanced editing and layout commands. Those commands not covered here can be found in Section Six.

Load the example document "rainbow report" from the Training Disk, (F1, D, L, rainbow report, RETURN), then print it out (F1, P, P). You will find that some of what follows is easier to understand from a printed copy rather than from the screen.

Where specific line numbers in the document are referred to, they are given in the format XX (YY). XX is the line number on a 40 column screen and YY is the line number on an 80 column screen.

The first three lines of the document begin with a highlighted asterisk. This is the "Layout Character" which is obtained by pressing CONTROL-L. It is placed in the text to signify that special layout commands follow. Script 128 uses these layout commands to determine the appearance of the text when you Print or View the document. You change the layout of your document by changing the values of the layout commands.

The basic layout commands are:

Page length	pl
Left and right margins	lm rm
Top and bottom margins	tm bm
Line spacing	sp
Characters per inch	ci
Justification (even right margin)	jy (on) jn (off)
Printer offset	of

The first line of text in "rainbow report" has an example of each of these. Look at the printed copy of the document to check its appearance with the current layout values. Now change this line to:

★lm8:rm55:tm3:bm10:of0:ci12:pl66:jn:sp1

Do this by overtyping, inserting spaces for new characters (SHIFT-INST/DEL) and deleting characters (INST/DEL). This changes the left, right, top, and bottom margins, alters the number of characters per inch to 12, and removes the right justification. Use the Print, View command to see the difference the new values make to the layout of the document. Two of the commands in the line, ci and of, do not affect the layout when you View the document. The characters per inch command (ci) only works on printers that can vary the number of characters per inch. In this case the width of the printout is also affected.

One additional basic layout element is “lines per inch”, the li layout command. The default value for this is 6.

Now reinstate the commands, so that the line looks like this:

★lm4:rm78:tm0:bm8:of0:ci10:pl66:jy:sp1

It helps to know how the vertical layout commands tm, bm, and pl determine how many lines of text are printed on the page and where on the page they are placed. The tm (top margin) value gives the number of blank lines at the top of the page, before any text is printed. The bm (bottom margin) value gives the number of blank lines at the bottom of the page. For example, if page length is 66, top margin is 2, bottom margin is 8, and single spacing line spacing is set, then 56 lines of text are printed on each page, with 2 blank lines before the text at the top of the page, and 8 blank lines at the bottom of the page. The number of lines of text on the page are calculated by subtracting the tm and bm values from the pl value. In this case, $66 - 8 - 2 = 56$.

Layout commands can be added to the document at any point. For example, you can change line spacing. In line 49 (31) of “rainbow report”, single line spacing is set (sp0) as it is more appropriate for the market sectors list and the graph. In line 76 (54) double line spacing is reset (sp1). A series of layout commands usually ends with the paragraph marker.

For more information see The Layout Command in the Reference Section (Section 6.4).

So far blank lines have been inserted into the text by pressing RETURN the required number of times. To save space on the Edit screen you can use the ★sk (line skip) command. Move the cursor onto the paragraph marker on line 18 (12). Use CONTROL-L to put in the layout character. Type sk3, and press RETURN. Then View the change using Print View.

You can also use the menus to insert commands. Remove the command you have just entered and re-enter it using the sequence F1, Layout, Enter, Skip. Type 3 after the prompt “ENTER Value:” and press RETURN. The ★sk3 then appears on the screen at the cursor position. Press RETURN to enter the paragraph marker.

Script 128 automatically starts a new page when it has printed the maximum number of lines allowed on the page. You can, however, instruct Script 128 to start a new page at any point in the text. Do this using the ★np layout command.

There is an example of ★np at the end of the first page of the “rainbow report”, see line 40 (27), after “Subterranean black”. Use the F1, G, N command to move the cursor to line 40 (27).

4.5.1 INDENTING TEXT

“Indented text” is text that is set in from the main or previous margin of the document. For example:

This line is indented.

There are several pieces of indented text in “rainbow report”. You can see that the indented text does not appear indented on the Edit screen. The indenting only appears when the document is Viewed or Printed. In Script 128 text is indented using layout commands, NOT by starting to type at the column where the indented text is required.

The following outlines the procedure to use when indenting text:

1. Specify the amount of the indentation with an Indentation layout command (in). This sets the indentation level.
2. Enter text as usual so that the text lines all start in column 1
3. Headings or paragraph numbers which are to start to the left of the indented text require a Release Character (<) in column 1. This is placed immediately before the text to be "Released".

If you are using the Release character for paragraph numbers etc., then you must remember to leave the correct number of spaces after the paragraph number and before the text. Otherwise the text following the paragraph number does not start at the Indentation margin when the document is Printed or Viewed.

Move the cursor to line 41 (28) of "rainbow report" (F1, G, N, 41 (28), RETURN). This brings several pieces of indented text into view. The paragraph beginning "The research and development...." is not indented. At the end of that paragraph is the first Indentation command, ★in4. This tells Script 128 that you require the following text indented four spaces from the current left margin. Apart from the beginning of the paragraph where there is a Release character and a paragraph number, the next paragraph is entered normally, with each of the lines beginning in column 1.

Look at line 30 (20). There is a Release Character followed by a paragraph number, and the word "Construction" starts five columns in from the left.

The Release Character (<) is obtained using the Release command from the Layout menu (F1, Layout, Release). It tells Script 128 to start that line at the previous margin or Indentation level. In this example, when the document is Printed or Viewed, the number "1" appears at the left margin specified at the beginning of the document (column 4).

Now look at the end of line 35 (22). You can see another Indentation command ($\star in20$). This is a second level of indentation, indenting the text 20 columns from the first level of indentation. This means that the next piece of indented text, "Surfer silver", is printed starting in column 28, that is, with a left margin of 4 (printing starts in column 4, not after 4 columns), and after 24 ($20 + 4$) columns of indentation. Note that. all the lines of the list of colours start in column 1 on the Edit screen. Again, this illustrates the difference between how you enter text on the Edit screen and how it appears when Printed or Viewed.

Look at line 40 (27). At the end of that line is the layout command $in0$. This cancels the last 'in' command setting an Indentation level. Again, this has no effect on the Edit screen text, but if you look at the printout of "rainbow report" you can see that, after the list of colours, the previous indentation level is restored.

Now use the F1, G, N, command to move the cursor to line 81 (60). so that the heading "THE FINANCIAL PICTURE" is at the top of the screen.

You can see that that line has two Release Characters at the beginning of it. This "releases" the heading two indentation levels so that all the report headings are printed at the left margin. The graph is placed at the same level as the market sectors list without having to enter the Indentation command again.

On line 76 (54) you can see two $\star in0$ commands. This cancels the last two indentation commands, first the $\star in15$ command on line 49 (31), and second the $\star in4$ command on line 28 (18). The $\star in3$ on line 50 (32) has already been cancelled on line 54 (34), and the $\star in20$ on line 35 (22) is cancelled on line 40 (27).

To reformat an indented paragraph, change the preceding indentation (in) value. If there are any Release Characters at that level of indentation you also need to change the number of spaces after any Released paragraph numbers or sub-headings. If the Indentation Value is increased, the number of spaces between the Released paragraph number and the

following text must be increased by the same amount that the Indentation Value is increased. Similarly, if the Indentation Value is decreased, the number of spaces after a Released paragraph number is decreased by the same amount.

The main left and right margins can be changed without affecting indented text layout.

4.5.2 HEADINGS AND FOOTINGS

Many longer documents have headings or footings that repeat from page to page. Script 128 allows considerable flexibility in the way you arrange your headings and footings. Some of the aspects that you need to know about this feature are:

- Up to two lines of headings and footings per page are available.
- Each line has three “zones” - left, centre, and right.
- You can have different headings for even and odd pages, this is known as Alternate headings. If you use Alternate headings you can only have one line of heading per page. Likewise you can have Alternate footings.
- Margins for headings and footings can be independent of the main text margins.
- All footings and footing gaps must fit within the bottom margin. This is not so for headings, heading gaps, and the top margin.
- Automatic page numbering. The hash sign (#) in any part of a heading or footing is replaced with the current page number when you Print or View.
- The layout command ★pn may be used to reset the page number.
- You can use the same printer features in headings and footings as you do in other text.
- Each heading and footing command must be on a line by itself.

The overall top margin area of the page is calculated by adding the number of lines specified in the heading (hd) command, the number of heading lines and the top margin value.

Footings and footing gaps have to fit within the bottom margin (bm). The footing gap (the value given in the footing command, ★ft) plus the number of footing lines must be less than the bottom margin value.

Every line of heading or footing must have two up arrows in it. These are obtained by pressing the UP ARROW key to the left of the RESTORE key. The up arrows mark the division between the left, centre, and right zones of the line. Look at lines 2 and 3 of “rainbow report”, although the right and left zones are not used, the up arrows must still be present.

Automatic page numbering can be included in headings and/or footing lines by placing the hash sign (#) at the required position in the header or footer line. When the document is Printed or Viewed, the hash sign is replaced by the current page number which is increased by one with each new page.

The ★pn layout command can be used to reset the page number at any point. It is used when, for example, you need to start printing in the middle of a series of linked files. If there is no ★pn command, Script 128 assumes that the first page Printed or Viewed is page 1.

4.5.3 LINKING DOCUMENTS

Documents longer than Script 128's memory can be printed continuously using the Link command. The document is split into a series of files which are stored on disk. Each file has a Link command at the end of it giving the name of the next file in the sequence. When you Print or View the document, each file is read in turn from the disk.

Such chains of documents can be as long as you like and can, if you wish, extend over more than one disk. Place a Pause command in the last file to be read from each disk to give you time to swap disks.

4.5.4 LAYOUT COMMAND EXERCISES

Divide “rainbow report” into two smaller documents, link them, and View them. The following gives you instructions on how to do this.

1. Move to line 41 (28) which begins “2. Ink”, and define from that line to the end of the document as the current block. Use the Area Block command, F1, A, B, move cursor, RETURN.
2. File that block as a new document called “linked 2”, use the Document Block command (F1, D, B, linked 2, RETURN).
3. Erase the text from “2. Ink” to the end of the file using Erase Rest (F1, E, R, RETURN).
4. Enter the Link command as the last line of the document. With the cursor at the beginning of the next line after the end of the document and type:

★lk:linked 2 and press RETURN
5. File this shortened document as “linked 1” (F1, D, F, linked 1, RETURN).
6. Select the Print Menu, select Link, and then View. If you have text in memory, Script 128 displays the prompt “Proceed Abandon”. Press P or RETURN to continue, enter the document name. “linked 1”, and press RETURN.

Script 128 reads “linked 1” from the disk and displays it on the Viewing screen. Scroll down the display by pressing the CURSOR DOWN key. At the end of the page, press C. Script 128 then reads “linked 2” from the disk and displays it. Remember that you must have all the linked files on disk before Printing or Viewing them.

The layout commands in “linked 1” remain valid when “linked 2” is Viewed or Printed, until new commands in “linked 2” override them. The only exception to this is the ★in command.

Indentation set in a document does not apply in any subsequent documents in the chain. The text returns to the current left margin at the start of each linked document. Look at the paragraph starting “2. Ink”. It is no longer indented because the Indentation command originally defined for it is now in “linked 1”.

4.6 SEARCH AND REPLACE

Script 128 allows you to search for a particular word, phrase or group of characters and, if you wish, replace it. You can search through the file currently in memory or through a series of linked files stored on disk.

Clear the Edit screen and load “rainbow report” from the Training Disk. You are going to find the phrase “Subterranean black”. Select the Search command from the Set Menu (F1, S, S). Then select the Find command, type:

Subt

and press RETURN.

Note that you do not have to enter the whole word, just enough of it to locate the correct word.

When the Direction Menu appears, enter F (for Forward) or press RETURN as Forward is already highlighted. This tells the command that the Search is to move forwards through the document. The line containing the word “Subterranean” is highlighted in a different colour or shade and the first four letters of that word (the Search string) are in reverse field. Enter A, to abandon the search. The highlighting disappears and the cursor is placed after “Subt”.

A search can be continued after it has been abandoned by selecting Continue from the Search Menu. The search is resumed moving in the same direction as before and starting from the current cursor position.

If you want to change one word (or phrase) for another in several places, use the Search Replace? command. This is especially useful if you know that you do not want to change the word every time.

For example, change the company name from "Rainbow Writers Inc." to "Rainbow Graphics Inc." Move the cursor to the end of the text (F1, Go, End). Select Set, Search, Replace? The prompt "ENTER Match:" has "Subt" after it, this was the last string you entered. Press F3 to remove it. Enter "Writers" and press RETURN. After the prompt "ENTER Replace:", type "Graphics" and press RETURN. Then indicate the direction of the search. The cursor is at the end of the document, so type B for "Backward".

As each match is made, replace the word by typing R, or continue to the next occurrence by typing C. There is no option in the prompts to abandon the search, you can, however, stop it by pressing CONTROL-Q. Otherwise the search ends only when it reaches the end of the document.

Change the Initials of the company from RWI to RGI. You can do this in a single operation. Place the cursor at the beginning of the document (SHIFT-CLR HOME). Select the Search command and then the Exchange command (F1, S, S, E). Press F3, enter the match string RWI, and press RETURN. Press F3, enter the replacement string RGI, press RETURN, and then F to search forwards. All occurrences of RWI are then replaced by RGI.

See Section 6.4 for more details about using this function.

4.7 A QUICK GUIDE TO MAILING

This section is included to provide a straightforward summary of the steps involved in the frequently used mailing operation. The topic is covered in the tutorials, which Commodore recommend you to work through before attempting a mailing of your own.

1. Set up a merge letter.

- Clear the screen and set the cursor to line 1, column 1
 - Use the Document Merge Name command. Enter the name of each line of data in the merge list. Separate names with commas, no comma at the end of an ★nm line.
 - Use more than one ★nm line if necessary.
 - Place the name “div” at the end of the list if you require a blank line between each set of information on the merge list file.
 - Use Document Merge Variable to set markers in text for automatic insertion of variable length data from merge list.
 - Use Document Merge Fixed to set markers in text where fixed length data is to be included from the merge list
 - Use Document Merge Conditional to set markers in text for lines that should not print if blank. A Conditional marker must be on a line by itself.
 - Check that paragraph markers are in place.
 - Markers can be in the body of text.
 - The name of any marker in the body of the text must appear in the name list at the beginning of the document:
2. Set up the merge list.
- This is an ordinary Script 128 document.
 - No Layout commands should be entered.

- Each item on a separate line.
 - Each line ends with a paragraph marker.
 - Include blank lines of address, etc.
 - Ensure every name and address has the same number of lines.
 - Same number of lines (items) as there are items in the merge letter name list.
3. Bring the merge letter and the merge list together to produce personalized copies.
- Load merge letter.
 - From Print Menu select the Merge Print options.
 - Give name of merge list when prompted.
 - Use Document Merge Reset if you need to restart from the beginning of the merge list.

Merge lists longer than Script 128's memory can be created by putting the list into two or more files on disk and linking the files together using the Link command. The name of the first file in the series is entered when the merge list name is requested. DO NOT select the Link option when printing a merge letter with linked merge list files.

Instead of using a merge list, information can be typed directly into the markers in a merge document. To do this:

1. Load the merge document.
2. Switch on Insert mode and place the cursor at the beginning of the document.
3. Move the cursor to the first marker in the merge document using Document Merge Goto.

4. Type the required information into the marker.
5. Use CONTROL-R to move to the next and subsequent markers.
6. View the document to check it (F1, P, V), and save or print it as required.
7. Clear the information from the markers of the document with Document Merge Erase.

Labels can also be produced using Script 128's Mail Merge facility. To enable you to learn how to do this, there is a special document on the Training Disk.

1. Load "labels" from the Training Disk (F1, D, L, labels, RETURN).
2. Check that the printer is switched on and has paper in it.
3. Use the command Print Merge Print, enter the name "merge list" and press RETURN. Six labels are then printed.

The "labels" document can be adapted to suit your own requirements. When you are producing labels, keep the following points in mind:

- The "labels" document is the merge document.
- You need a merge list of name and addresses.
- The pl value for the label is the number of lines between the top of one label and the top of the next label. Note that, you cannot print on all these lines as some of them fall between the labels.
- You can produce labels in one column only.

Script 128 also allows you to load and edit any sequential CBM file into Script 128 and use it to create a merge list of names and addresses from a database, or to merge information from a spreadsheet.

4.8 CHANGING THE SCREEN COLOURS

If you are using a colour monitor, Script 128 allows you to change the colours of the various areas on the screen, i.e. the background, the border, the text, the tabs line and the status line text. You can do this by entering commands either directly into the text on the Edit screen or onto the defaults file. The defaults file resides on each Work and Training Disk you create using Script 128. Its contents are read when you load the program, they contain the default values for your system. Entering screen colours onto the defaults file causes those colours to be selected each time you load Script 128. The background, border and text colours can also be changed directly from the keyboard.

If you are using a monochrome monitor, changing the colour values changes the shades of the colour in which the monitor displays.

4.8.1 CHANGING COLOURS FROM THE KEYBOARD

The background, border and text colours can be changed from the keyboard. To do this hold down the **C** key and press:

- 1 to change the text colour
- 2 to change the border colour (40 column displays only)
- 3 to change the background colour (and border colour on 80 column displays)

On 80 column displays, the border colour changes with the background colour so that they always remain the same. To return to the colour selection given by the most recent **★sc** command (see below), hold down the **C** key and press 4.

Note that on monitors that only display in 8 colours you may have to press the number key more than once before the screen changes colour.

4.8.2 USING THE ★SC COMMAND

The ★sc command can be entered directly into your text to change the screen colours temporarily, or it can be placed on the defaults file so that your selection is implemented as soon as Script 128 is loaded. The format of the ★sc command is:

★scA,B,C,D,E,F,G

where A,B,C etc. are numbers which select the colours for the various screen areas as follows:

- A text, or ink
- B border (40 column displays only)
- C background (and border on 80 column displays)
- D tabs line background
- E status line text
- F search and replace highlight

The values you can enter are:

40 COLUMN SCREEN

80 COLUMN SCREEN

Value	Colour	Value	Colour
0	Black	128*	Black
1	White	129	Dark Grey
2	Red	130*	Blue
3	Cyan	131	Light Blue
4	Purple	132*	Green
5	Green	133	Light Green
6	Blue	134*	Mid Blue
7	Yellow	135	Pale Blue
8	Orange	136*	Red
9	Brown	137	Light Red
10	Light Red	138*	Purple
11	Dark Grey	139	Light Purple
12	Medium Grey	140*	Yellow
13	Light Green	141	Light Yellow
14	Light Blue	142*	Grey
15	Light Grey	143	White

Only the colours marked * are available on 8 colour monitors. On a monochrome screen, the values 0 and 1 produce the colours black and the main colour of the display (white/green/orange etc.). If you are using an 80 column display, the value you enter for B is immaterial. However, as you must enter a value for B, Commodore recommends that you enter 0.

To change the screen colours temporarily, enter the ★sc command into your text and View and Print the document. When the Viewed document reaches the point in the text at which you have placed the ★sc command, then that command is executed and the screen colours change to the values entered.

4.8.2.1 Placing The ★sc Command in The Defaults File

To enter your screen colours selection onto the defaults file, the screen colours command (★sc) with the required values is placed in the defaults file. To do this, insert your Work Disk, or Training Disk, into the disk drive and load the file “defaults” (F1, D, L, defaults, RETURN). With the cursor in column 1 of line 1 insert a new line (Area, Insert) and enter the ★sc command followed by the required values. Press RETURN at the end of the line.

Before refiling “defaults”, View it to check that you have entered the screen colours command correctly and that you have the colours you desire. When this is as you wish, refile “defaults” (Document, Replace).

If you have entered new details onto the defaults file and wish to change Script 128Is internal settings to those new values, enter the command Print, Interface, Printer, press RETURN to proceed and enter:

defaults

after the prompt "ENTER Printer Type:". When you press RETURN, the defaults file is read from the disk as when Script 128 is loaded. The selected screen colours and other defaults are then implemented.

Further information about the defaults file is given in Section Seven.

4.9 BACKUP COPIES

Commodore recommends that you make regular copies of your work disk(s). This is in case the disk you are working on becomes damaged and you cannot retrieve the information you have stored on it. You can then use the backup copy to recreate the information you have lost.

Script 128 provides a Backup facility in the Document Utility Menu. This is described in Section Six.

4.10 QUICK REFERENCE SUMMARY

On the SCRIPT 128 program disk is the file "reference" containing a brief summary of all the SCRIPT 128 commands in menu order. This is an ordinary text file & can be printed out for future use.

SECTION FIVE

REFERENCE SECTION

5.1 INTRODUCTION

The Reference Section, which consists of Sections Five, Six and Seven, sets out all Script 128's functions in a logical order so that you can locate information about any topic quickly and easily while you are using Script 128 in your work.

This section, Section Five, gives basic information about using Script 128, this includes loading Script 128, creating a Work Disk and keyboard notes.

Section Six describes each of the Menus and Commands in Script 128, together with details about selecting and using the commands.

In Section Seven the use and contents of the defaults file are described. This includes layout command default values and printer definitions.

Commodore recommends that you use the index to help you locate the information you require.

5.2 LOADING SCRIPT 128

Loading Script 128 is covered in detail in Section 2.6 in Tutorial One. Commodore recommend that you carry out the tutorials and further exercises, even if you are an experienced word processor operator, as the training given in those exercises covers all the main functions of Script 128. Brief instructions for loading Script 128 are given here.

Switch off the computer
Switch on the disk drive (unless you have a Commodore 128D with integral disk drive)
Insert the program disk into the disk drive (drive 0 if you have a dual disk drive)
Switch on the computer

Script 128 is then loaded. When this is complete, the Initial Screen is displayed. This is a menu of three options, the first one of which is highlighted.

Script 128 can also be loaded by switching on the system, inserting the program disk into the disk drive (drive 0 if you are using a dual disk drive) and pressing SHIFT-RUN (holding down the SHIFT key and pressing the RUN/STOP key).

If you are using an existing Work Disk, remove the program disk from the disk drive and insert the Work Disk. This applies whether you are using a single disk drive or a dual disk drive. Close the disk drive door and press RETURN to select the first option on the Initial Screen. Your printer type is displayed on the screen. Press the SPACE BAR to confirm this. The Edit screen then appears.

If the Work Disk does not contain the “defaults” file, the message “File not found is displayed”. Pressing any key causes the Edit screen to be displayed and you can continue word processing as usual. The “defaults” file contains default values and printer settings for your system. If this is not present, Script 128 uses its internal setting for default values and printer settings. Script 128’s internal default values are given in Appendix D. Its internal printer settings are for a CBM Dot Matrix printer.

5.3 CREATING A WORK DISK

There are two methods of creating a Work Disk, by selecting the Create Work Disk option from the menu on the Initial Screen, this is described below, or by using the Document Utility Prepare command which is described in Section Six.

To create a Work Disk using the Initial Screen's Create Work Disk option, highlight that option by pressing the CURSOR DOWN key once, then press RETURN. The prompt "Insert Program Disk : <Return>" is displayed on the Tabs Line. Ensure that the Script 128 program disk is in the disk drive (drive 0 if you are using a dual disk drive) and press RETURN. After a short time the prompt "ENTER Printer Type" appears on the Status Line.

The following table gives a list of printers and their corresponding printer types:

Printer	Printer Type
CBM Dot Matrix	cbm dot matrix
CBM Daisywheel	cbm daisywheel
Epson	epson
Diablo	diablo
Oume	diablo
Juki	diablo
NEC Spinwriter	spinwriter
Ricoh 1600S	spinwriter

If your printer appears in the Printer column, enter the appropriate printer type from the Printer Type column. If your printer does not appear in this list, refer to Section Seven which gives further information about printers and printer selections. When you have entered the printer type as you wish, press RETURN. Details are read from the program disk and the prompt "ENTER Disk Name" is then displayed.

The disk name is a maximum of 16 characters. It must not start with a space or contain any of the characters \$ # " , ? * @ : . When the Disk Name is as you wish, press RETURN. The prompt "ENTER Disk ID" is displayed. The Disk ID is a maximum of 2 characters, again not starting with a space or containing any of the characters \$ # " , ? * @ : . Commodore recommend that you give each disk a unique ID. Enter the Disk ID and press RETURN. A prompt to insert a blank disk is then displayed. If you are using a single disk drive, remove the

program disk from the disk drive and insert a blank disk. If you are using a dual disk drive, insert the blank disk into drive 1. Then press RETURN. Messages are displayed telling you what operation Script 128 is currently performing. When the Work Disk creation is complete the Initial Screen reappears.

If you are using a single disk drive, press RETURN to select the Existing Work Disk option. If you are using a dual disk drive, remove the program disk from drive 0, insert the Work Disk into that drive and press RETURN to select the Existing Work Disk option. When RETURN is pressed the Edit screen appears.

5.4 KEYBOARD NOTES

In Script 128 certain keys and combinations of keys are used for specific purposes. These are given below. The notation conventions used in this manual are given in Section 2.3.

CONTROL	The CONTROL key is used with another key to perform often used Menu commands. These are listed below in Section 5.5.
RUN/STOP or ESC or F3	Use any of these keys to return to the Edit screen from the Viewing screen.
	This key is used with the 1, 2, 3 or 4 key to change the screen colours (background, text or border).
CLEAR/HOME	Moves the cursor to the top left corner of the screen. With the SHIFT key, moves the cursor to the beginning of the document.
INST/DEL	Deletes the character to the left of the cursor. With the SHIFT key, inserts a space.

TAB	Moves the cursor forward to the next tab position.
CAPS/LOCK	To type upper case letters only, press the CAPS/LOCK key so that it is in its depressed position. Other keys pressed in this mode give the lower character displayed on the key. To release the CAPS/LOCK key, press it again so that it is in its raised position.
HELP	Displays Script 128's Help Screens.
F3	Clears the current entry, e.g. of a document name, or takes you back to the previous menu level.
RUN/STOP-RESTORE	Releases the system when it becomes "locked". The Edit screen then reappears.
ENTER	Performs the same function as the RETURN key.
CURSOR KEYS	Move the cursor about the screen. This is described fully in Appendix B.

5.4.1 FAST COMMAND ENTRY KEYS

The function keys F2, F4 and F5 are fast command entry keys which allow you to enter the Document Load, Set Text, and Print View commands with a single keystroke. These keys are described fully in Appendix C.

Function key F6 allows you to resume Viewing from the beginning of the page at which you interrupted Viewing. (See Appendix C.)

5.5 CONTROL KEY COMMANDS

All the letter keys on the keyboard have a different effect if you press them while holding down the CONTROL key, allowing you to perform many of the often used menu commands with with one keystroke. These are listed below.

5.5.1 REPEAT AND QUIT

CONTROL-Q

This is the Quit command, it allows you to stop functions, such as Printing, Viewing and Searching, or to escape from any menu directly to the Edit screen. For example, if you select the Set Search Find command and then wish to abandon this operation, press CONTROL-Q and the Edit screen reappears.

CONTROL-R

This is the Repeat command. It allows you to repeat the last menu command selection. For example, when you are setting numeric tabs, you only have to enter the Tab Numeric command once. Second and subsequent tabs are set by moving the cursor to the required column and pressing CONTROL-R.

CONTROL-R does NOT repeat other CONTROL key commands or cursor movements.

5.5.2 CURSOR MOVEMENT COMMANDS

Command	Moves the cursor to
CONTROL-B	Beginning of text.
CONTROL-G	End of text.
CONTROL-E	First character of the next word.
CONTROL-W	First character of the previous word.
CONTROL-P	First character of the next paragraph.
CONTROL-O	First character of the previous paragraph.

CONTROL-Y	Last column on the previous line. Repeat to move cursor to the last text character on the line.
CONTROL-H	Left one character.
CONTROL-U	Right one character.
CONTROL-K	Up one line.
CONTROL-J	Down one line.
CONTROL-I	Next tab position.
CONTROL-=	Previous tab position.

5.5.3 TEXT COMMANDS

CONTROL-F	Changes the case of the word or part of the word under and to the right of the cursor.
CONTROL-C	Clears the word or string of characters on which the cursor is placed. Does not close up the text.
CONTROL-D	Deletes the characters from the cursor to the beginning of the next word (including spaces) and closes up the text.
CONTROL-L	Enters the document Layout Character (reverse asterisk) in text.
CONTROL-S	Inserts a space at the cursor position.
CONTROL-V	Switches Insert mode from on to off, and vice versa.
CONTROL-A	Copies the current block to the cursor position.
CONTROL-N	Breaks the line at the cursor position, places a paragraph marker at the cursor position and moves the rest of the text on that line onto the next line.
CONTROL-T	Terminates the line at the cursor position, places a paragraph marker at the cursor position, erases the rest of the text on that line, and moves the cursor to the beginning of the next line.

- CONTROL-X Reformats document so that no words are split at the right hand side of the screen. Wordwrap must be switched on.
- CONTROL-Z Reformats the paragraph in which the cursor is currently placed. The paragraph is reformatted so that no words are split at the right hand side of the screen. Wordwrap must be switched on.

SECTION SIX

COMMANDS AND MENUS

6.1 INTRODUCTION

This section contains details of the menus and sub-menus that comprise Script 128's command structure. The commands are laid out in order as they are given in the menus.

Some commands access sub-menus, indicated by > after the command, The > is not placed after an option if the next menu is the Confirmation Menu.

6.2 ENTERING COMMANDS

Commands may be selected using the cursor keys to highlight the required option and pressing RETURN. A short message describing the command highlighted is shown on the tabs line. Use CONTROL-Q to quit the menu and return to the Edit screen. Use F3 to retrace your steps back through the menus.

Once familiar with the operation of the command menus, you may use the shorthand form to select a command by pressing the initial letter of the command. Do not press RETURN when using this option, the command is executed immediately.

Some commands place format characters in the text and it may be faster to enter these without using the menus. Where this is the case, the format characters are shown in the following pages in the margins under the command. If the format command requires a number, "n" is used to indicate this. Most format commands can be strung together using a colon to separate them and a semicolon to separate them from following text. To enter the Layout character (reverse field asterisk) use CONTROL-L.

6.3 CONFIRMATION MENU

Where functions such as erasing all text, or deleting a file from disk are selected, Script 128 displays the Confirmation Menu. This gives the opportunity to cancel an important action before it is carried out. The menu has two options:

P roceed A bandon

Pressing RETURN or P causes the operation to be completed. Pressing A causes the selection to be abandoned, returning the cursor to the Edit screen.

6.4 THE SCRIPT 128 COMMANDS

COMMAND **GO**

PURPOSE To move cursor to selected places on the screen or in the document.

FORMAT F1 G X

where X is the initial letter of the required word in the Go Menu

Start End Top Bottom Left Right Number Up Down Previous Change

F1 G S Go to start of text. Column 1, line 1.

F1 G E Go to end of text.

F1 G T Go to top of screen (in the same column).

F1 G B Go to bottom of screen (in the same column)

F1 G L Go to left of screen, on current line. Use CONTROL-R to repeat command if line is wider than screen.

F1 G R Go to right of screen, on current line. Use CONTROL-R to repeat command if line is wider than screen.

F1 G N Go to a specified line - enter the required line number after N and press RETURN. Entering the line number 999 establishes the number lines available in the current text area.

F1 G U Displays the previous 21 lines of the document.

F1 G D Displays the next 21 lines of the document.

F1 G P

Moves cursor to the last column of the previous line. To move to the last character on the line repeat the command with CONTROL-R.

F1 G C

Display other text area.

COMMAND **ERASE**

PURPOSE To erase portions of text.

FORMAT F1 E X

where X is the initial letter of the required word in the Erase Menu

<p>Character Word Endofline Line Block Sentence Paragraph Rest All</p>

F1 E C Erase character to left of cursor.

F1 E W Erase from cursor to next word.

F1 E E Erase from cursor to end of line.

F1 E L Erase current line.

F1 E B Erase block. Place the cursor at the start of the block, enter the command, move the cursor to highlight the block and press RETURN. The block is then erased.

F1 E S Erase sentence following cursor. End of sentence defined by ! ? . or end of paragraph marker.

F1 E P Erase from cursor to the end of the paragraph (defined by the paragraph end marker).

F1 E R Erase all text following the cursor. The prompt "Proceed Abandon" is given with Proceed highlighted. Press RETURN to proceed, or press A or CONTROL-Q to abort the erase.

F1 E A Erase all text. The prompt "Proceed Abandon" is given with Proceed highlighted. Press RETURN to proceed, or press A or CONTROL-Q to abort the erase.

COMMAND	AREA
PURPOSE	To define a block of text which can then be moved, repeated etc. or to insert a blank line.
FORMAT	F1 A X

where X is the initial letter of the required word in the Area Menu

Block Repeat Move Table Case Format Goto Duplicate Insert

F1 A B Define a block of text. Place the cursor at the start of the block, enter the command, move the cursor to highlight the required block and press RETURN. Define whole lines using the cursor down key and part lines using the right cursor key. The character the cursor is on is not included in the block.

F1 A R Duplicate the current block at cursor position.

F1 A M Move current block to cursor position.

F1 A T Define and move column block. Place the cursor at the top left of the desired column, enter the command, move the cursor right to the final character of the column and then down to the last line of the column. Press RETURN to mark the column and use the cursor keys to move it. When the column is in the new position press RETURN to fix it there. If you move to the edge of the edit screen the column block is cancelled. To exchange column positions, create enough blank lines under the column to accept the column. Exchange the columns by moving one column down, the other column over. and then the first column over and up. In column move the character under the cursor is included in the block.

F1 A C

Change case of current block in the following ways:

1. If the first character is lower case the whole block is changed to upper case.
2. If the first two characters are upper case the whole block is changed to lower case except for the first letter.
3. If the first character is upper case and the second is lower case, the first character is changed to lower case.

The changes operate as a cycle, so if, for example, the block is in condition 3 the next change will be to condition 1.

F1 A F

Reformat current paragraph. Tidies up any lines with words that extend from one line to the next, for example, when editing has resulted in loss of word wrap.

F1 A G

Go to and highlight current block.

F1 A D

Copy current block from other text area.

F1 A I

Inserts a blank line above the line on which the cursor is and places a paragraph marker in column 1 of the blank line.

COMMAND **PRINT**

PURPOSE To print or view current document.

FORMAT F1 P X

where X is the initial letter of the required word in the Print Menu

View Resume Print Store From# Merge Link Copies Wait Odd Even Interface>
--

Before viewing or printing the document the following options may be selected.

F1 P F Select output from specific page. This option works even if page numbers are not incorporated in headings or footings. Enter the command, then the page number and press RETURN.

F1 P M Merge list with current document. The prompt to enter the file name of the merge list is given. Enter the name and press RETURN.

F1 P L Output a series of linked files. The file in memory must be stored on disk before output is selected. Output can be selected from any file in a linked chain.

F1 P C Multiple copies may be selected. Enter number required and press RETURN.

F1 P W Select this option if you wish to pause at page breaks.

F1 P O Print only odd numbered pages. Useful when printing double sided copies with a sheet feeder.

F1 P E Print only even numbered pages. Useful when printing double sided copies with a sheet feeder.

Having selected any of the above options one of the following commands must be selected. Add the required option to the commands above or use alone, eg F1 P O V or F1 P P.

F1 P V View the output on screen, displayed as it appears when printed. Also select this command using F5. The document is displayed from the start of the first page unless otherwise specified. The display is controlled with the following keys:

Cursor Down	Displays the next line, when held down gives continuous display until the page break is encountered.
Space bar	Speed display
Space bar again	Stop display
Cursor left	Scroll left for wide screens
Cursor right	Scroll right for wide screens
Tab	Jump 20 columns
RETURN	Move back to the left margin

Page and Copy counters These replace the line and column counters - P is current page, X is number of copies

Page break As set by the ★pl layout command or standard 66 line format. Shown by line of highlighted dashes at the bottom of the screen. The options to continue are:

- C** Continue onto next page showing first line
- V** View part of the next page or change to screen display
- P** Print from the next page
- S** Switch output from non-continuous to continuous printing, or from View to Print (or vice versa) at the end of a page or at a pause command (★ps)

Stop viewing Use CONTROL-Q to return to Edit screen with cursor at same position as it started. F3 or RUN/STOP leaves the cursor at the line of text at the bottom of the aborted viewing screen.

F1 P R Continue viewing from current page. Use this command to resume viewing after a break to fix an error. Equivalent to F6. Use F3 and F6 together to correct documents.

F1 P P Begin Printer output. Printing is continuous unless otherwise specified with Wait. Pressing the space bar causes a pause pressing the space bar again resumes printing. The buffer of the printer may cause a delay before the pause takes effect. Interrupt the print out with the same control as for View.

F1 P S Stores documents on disk as in printed form for use with other programs or for typesetting.

F1 P I Used to change the characteristics of the printer interface. Normally the printer file is defined in the defaults file. Consult your printer manual for the specification of the printer. After entering this command several choices are presented:

Serial Centronics RS232 Printer Auto-LF No-LF

Make the selection, in some cases further questions are asked:

Serial — this interface enables you to connect up to three printers. 4-Unit 5-Unit 6-Unit is prompted, make the selection or choose 4-Unit if in doubt.

Centronics — if you have a Centronics interface, no further definition is required.

RS232 Enter data format, baud rate (data transfer speed) and parity type. If in doubt enter baud rate as 7-1200 or 5-300. See Section 7 for further information.

Printer — a number of printer definition files are supplied on the Script 128 program disk. Normally the definition of your printer is included in the defaults file when you create a Work Disk. Use this command to select another printer for the current session.

Line Feed — choose either Auto or No according to your printer type.

COMMAND DOCUMENT

PURPOSE To load and save documents. Sub-menus available enable merge operations and disk operations such as backup.

The following points cover Document commands:

Name length Maximum 16 characters, the following characters are not allowed: \$ # " ? * , : @

Current name If the correct name is prompted press RETURN otherwise press F3 to clear the prompted name and type in the required name.

Loading from document list A list of the document names on the current disk is available. At the prompt "ENTER Document Name" press the space bar and the files are displayed. Use the cursor keys to select the desired file and press RETURN to load it.

Pattern matching If you do not know the exact file name or wish to view files with related names two pattern matching characters are available ? and *. ? can be used to define any single character in the document name, eg: a????. The length of the document name in this example is four characters. If the length is not important or known then use * at the end of the document name, eg: test*, in this case the document name can be between 4 and 16 characters in length. The two pattern matching operations can be combined, eg: a??test*.

Scanning disk drives (Dual drives only) The first drive examined is the drive last accessed. If the document is not found on that drive then the other drive is searched.

FORMAT F1 D X

where X is the initial letter of the required word in the Document Menu

Load Replace File Insert Name Block Append Directory Merge> Utility>

- F1 D L** Load a document from disk. The document loads at the cursor position with tabs, if set. Short form of this command is F2. The document name should be entered as detailed above.
- F1 D R** File existing document on disk. The document name is prompted, press RETURN to accept this, or if you wish to store two versions of the same document on disk, press F3 to clear the prompt and rename the document. However, if you wish to add an extension to the document name there is no need to clear it first.
- F1 D F** File new document on disk. If you have not named your document with F1 D N (see below) enter the new document name at the prompt. If you enter a document name that is on the current disk you are warned "file exists...". If you do wish to overwrite an existing file the command F1 D R must be used.
- F1 D I** Insert a document from disk at cursor position. Documents may be inserted anywhere in existing text and the following text is moved down. Use to combine documents.
- F1 D N** Assign name to current document. The document name can be up to 16 characters in length and must exclude the following \$ # ? * , : @.
- F1 D B** File block as new document on disk. Define the block with "Area Block" command and give the block a discrete name.

F1 D A Add current block to document on disk. First define a current block, then enter the command, the name of the document to receive the block and then press RETURN. The block is added to the end of the document on disk. The current block must be in memory at the start of the operation.

F1 D D View directory of documents on disk. This overlays, but does not affect, current text. The listing gives file types and names. If a file has an asterisk beside it, the file has been left open. Such files must be removed from the disk using F1 D U V. At the end of the list of files the number of blocks free on the disk is given. To return to the document press RETURN.

F1 D M Merge documents. This command has the following sub-menu.

Variable Fixed Conditional Name Merge Erase Goto Reset

PURPOSE Merging documents is used for mail outs or for entering data into forms. There are three steps to this operation:

1. Enter the merge letter or form, inserting markers to indicate what information is entered from the Merge list. Create the "★nm" checklist (see F1 D M N below) with the names of these markers as the first line of this document. File this document on disk.
2. Create the merge list using a separate line for each piece of information and placing a paragraph marker on each line. The number of lines for each record must always be the same - enter blank lines if

necessary. Do not include any layout commands in this document. File this on disk using a discrete name.

If using a data base or spreadsheet as the source of the information to be merged and blank lines are placed between each record. account for this line in the “★nm” checklist. Call it separator and do not put a marker for it in the merge document.

3. Merge the letter or form and the merge data using the commands from the print menu.

The following four commands control setting up the merge document.

F1 D M V Set variable length marker for merging. Use variable markers in mailouts for addresses and inserts into letters, where the following text, if any, should move over. Place cursor at position for marker and enter the command followed by the marker name at the prompt and press RETURN. Note that the marker name must appear in the “★nm” line in the merge document. Variable markers are displayed in the text thus (<city>).

F1 D M F Set fixed length marker for merging. Use for filling in forms where the following text must not move. Ensure that enough space is left in the form for the longest merge data you envisage using. Place cursor at position for marker and enter the command followed by the marker name at the prompt and press RETURN. If the marker is on a line of its own, fix its length by placing a “hard space” (use F1 S J) at the end of the marker and before the RETURN. Note that the marker name must

appear in the “★nm” line in the merge document. Fixed markers are displayed in the text thus (<name>/).

F1 D M C Set conditional marker for merging. Set as for variable marker but precede by the layout command “★em;”. The effect of a conditional marker is, if there is no entry on the appropriate line in the merge list, to close up the following lines. Addresses which are shorter than average, thus have no blank lines. Script 128 displays ★em;(<city>>).

F1 D M N Name lines in merge list. The merge document must begin with a list of the marker names. Enter this command and type in order, all the names of the lines in the merge list separated by commas and finishing with a RETURN. Do not place a comma at the end of the list. If the list is extensive and requires a second line, enter the command again at the beginning of the next line. It is essential that every line in the merge list be named. If for ease of entry you insert a blank line after each record in the merge list this line must be named in the checklist. Call it “div” or “separator”.

The following commands govern merging the data with the merge document.

F1 D M M Insert data from merge list. Use to check the merge document and merge list. With the merge document on the screen enter the command and enter the name of the merge list at the prompt. When one record has been merged the message “End of markers” is displayed. Return to the beginning of the document using the cursor keys or Control-B and use Control-R to merge the next record if required. When all records have been merged

the message “End Merge List” is displayed. If you do not wish to view the whole merge list, reset the merge list with F1 D M R (see below).

F1 D M E Erase merged data from document on screen.

F1 D M G Position cursor at next marker. Use this command when typing data into a merge document without using a merge list.

F1 D M R Reset the merge list. If you abandon a merge before it is complete the merge list is left open, indicated by an “M” on the first status line. If you resume without using this command the merge will continue from the point it reached before you interrupted. If in doubt reset the merge list.

F1 D U Access sub-menu for disk operations.

<p>Drive Erase Copy Rename Unit Verify Multicopy Prepare Backup Other Sbase</p>
--

Many disk commands require the document name. This may be keyed in or entered by pressing the space bar at the prompt “ENTER Document Name”, highlighting the required document and pressing RETURN. If keying the document name, pattern matching with * and ? may be used.

F1 D U D Select drive number. Prompts are given, if a non-existent drive is selected the warning “drive not ready” will be given.

F1 D U E Erase document from disk. Having entered the document name the prompt “Proceed Abandon” is given. When the file is erased the message “files scratched” appears.

F1 D U C Copy documents on disk. One or two single drives, or a dual drive unit may be used.

This command uses your text area, so make sure the current document is filed beforehand. Enter the command and choose your disk drive configuration from the list presented.

If you have a single disk drive, you are prompted Proceed Abandon. Enter the document name, press RETURN and follow the screen prompts to change disks as required. Your document is copied to the new disk with the same document name.

If you have a dual disk drive, insert the source disk in drive 0 and the destination disk in drive 1, enter the document name, press RETURN and the copy is made.

If you choose Unit-Unit you are prompted Proceed Abandon. Copies are made from the unit currently selected to the other unit. Ensure that the source disk is in the current unit and the destination disk in the other unit. Enter the document name and press RETURN. "Reading" followed by "writing" is displayed.

Archive makes a copy on the same disk requiring a new document name for the copy. If you choose a new document name that is already on the disk the message "file exists" is given.

If at any point in the above operations you have no disk in a drive, the message "drive not ready" is given.

F1 D U R

Rename document on disk. Follow the prompts to enter document name (by scanning or keying) and new document name (by keying).

F1 D U U Select disk unit. This command is used when two single drives are connected. If the error message “Device Error 5: See Appendix A” appears, re-enter the command and select the correct unit number.

F1 D U V Use this command to verify that your disks are readable and contain no disk errors. This command is also used to remove any unclosed files. If the message “Disk Full” appears, use F1 D D to discover if there are any unclosed files (shown with asterisk) which could be removed to create space for the current document.

F1 D U M Copies chains of documents to another disk. This command only works with a dual disk drive.

The whole chain of documents to be copied must be on disk before starting the operation. Enter the command, give the name of the first document in the chain to be copied and press RETURN. All the following linked documents are copied, in order, on to the new disk. The message “End of Linked Document” appears when the process is finished.

F1 D U P Use this command to create a new data disk. The disk is formatted and then the defaults file is copied onto it.

This process erases all existing data on the disk. Ensure that you no longer require any of the files on it before starting the operation.

Script 128 prompt “Put Work Disk in Drv 0 Unit X<Return>” (X indicates unit 8 or 9). Place a disk that has a copy of your defaults file in the disk drive and press RETURN. Enter the name

for the new disk (up to 16 characters excluding \$ # * @ , ? :) and then the disk id (2 characters, different for each disk). When prompted, insert the new data disk and press RETURN.

F1 D U B

Use this command to create backup copies of your data disk. Your program disk is protected and cannot be copied. Copies of data disks should be made regularly in case the disk becomes damaged. The process uses the text area, and therefore any document in memory should be filed beforehand.

Select the backup command and then give your disk drive configuration. Each option works differently and is described below.

Single Drive The operation works by reading from the source disk until the memory is full and then writing to the destination disk. Several cycles may be needed to complete the operation. The destination disk is formatted as part of this operation so, if not blank, ensure that no information is on this disk that you may require again. You are prompted to insert the source disk, to name the destination disk and to make any further disk changes required. At the end of the backup you are returned to the Edit screen.

Dual Drive Enter the command and at the prompt place the disk you wish to copy in the currently selected drive, press RETURN and place a blank or reusable disk in the other drive. The destination disk is formatted as part of this operation so, if not blank, ensure that no information is on this disk that you may require again. After processing is complete you are returned to the Edit screen.

Unit-Unit Unit-Unit backup works exactly as single drive backup with the exception that there is no need to change disks, as Script 128 switches from reading to writing automatically.

F1 D U O

This command allows you to type in certain Commodore disk commands such as Rename, Copy, Scratch, Validate (vn), View Directory (\$n) that are not available from the menu. Where n is 0 for a single disk drive.

These commands give no warning messages and, since they can modify the contents of your disk, should be used with care.

F1 D U S

Use this command to integrate your database and word processor. Load the Superbase program disk in the currently selected drive. See the Superbase manual for details of how to link database files to word processing files for operations such as mailouts.

COMMAND SET

PURPOSE To set the mode of operation to provide certain text facilities, or execute search and replace functions.

In general, modes are switched on with the appropriate command and switched off by repeating the command.

FORMAT F1 S X

where X is the initial letter of the words in the sub-menu

Insert **L**ayout **H**yphen **N**umeric **D**ecimals **J**oin **W**ordwrap
Mode **T**ext **S**earch>

F1 S I Set insert mode on/off. Use for inserting text into existing paragraphs, moving the following text down.

F1 S L Place layout format character in text. When you enter a layout command from the menu, the symbol is automatically included as part of the command if appropriate. The layout command can be positioned in text as follows:

As the first character in a line followed by other layout commands separated by colons (★lm4:rm78:pl60),

Immediately after text: only layout commands may follow it and they should be separated by colons (End of sentence. ★sk3:in5),

As the first character in a line followed by the layout commands separated from each other by colons and from the text by semicolons (★lm20:rm40;The following table..)

The short form of this command is Control-L.

F1 S H Place soft hyphen in text. This command splits a word at the end of a line at the point where the soft hyphen is entered. If the word does not appear at the end of the line the hyphen is not printed and the word is not split. The symbol = appears on the screen in edit mode when a soft hyphen is entered.

F1 S N Numeric entry mode on/off. In this mode numeric entries are made calculator style. to the left from the decimal point. Any number, currency signs, minus signs or opening parenthesis and commas appear from right to left. The decimal point turns off numeric mode and left to right entry is resumed. This mode is entered automatically when a numeric tab is encountered.

F1 S D Set calculator commas and decimal places. Default value for decimal places is 2. At the prompt "ENTER Number Of Places" enter a number between 0 and 10 preceded by a comma if you require commas to show the thousands. This setting only affects displays of calculations. All calculations are made to 10 decimal places and then rounded as required.

F1 S J Place "forced space" in text. Use to ensure that certain words or phrases are not split over the end of a line. The symbol is &. Example, Mr.&Jones.

F1 S W Set wordwrap on/off. Wordwrap is normally on. In edit mode this command ensures that words are not split at the end of lines. When switching wordwrap mode off use Control-Z or Control-X to reformat the current paragraph or document to eliminate phantom spaces.

- F1 S M** Set 80 or 40 column mode. Save any document in memory before switching modes.
- F1 S T** Change text entry width. Before resetting the width save the current document and clear the memory. Maximum width is 240 characters. Short form of this command is F4. Increasing the width of the text area decreases the number of lines available.
- F1 S S** Accesses the sub-menu for search and replace operations.

Find C ontinue E xchange R eplace
--

Script 128's search and replace functions allow characters or words in a document or chain of linked documents to be located to make editorial changes. Working in the screen width facilitates this operation.

Case matching To search for an exact match use = before the search string, eg =Brown.

Pattern matching The ? character can be used in a search string to represent any character. It may not be used in the replacement string. The ? character is also used as the final character in a search or replacement string that ends with a space. For example, to find occurrences of "the" and not of "they" or "other" use "space-the-space-?" when specifying the string.

Length of String The maximum length of either string is 32 characters.

Direction Sub-menu Searches may be either forwards, backwards or through linked documents. When operating on linked chains the first document is loaded, changed and resaved. The next file in the chain is then edited and so on. If there is a document in memory the prompt "Proceed Abandon"

appears to remind you to save it, if you wish, before starting the search and replace operation

Searching for Control Characters To enter any of Script 128's special control characters enter them in the string by pressing RUN/STOP before the character.

F1 S S F Find string of characters. At the prompt "ENTER Match" enter the string of characters and press RETURN. Choose the direction of search from the sub-menu and the search begins. Choose "C" or press RETURN to find the next occurrence or "A" to abandon the search.

F1 S S C Find next occurrence of characters. Script 128 continues with the search at the place it stopped and searches in the same direction as previously specified. Continue the search as in the find option above.

F1 S S E Search and Exchange all occurrences of characters. Define the string carefully to avoid unexpected results. In particular specify spaces to avoid inadvertently changing groups of characters in the centre of words.

Position the cursor where the search is to start, enter the command, specify the match with spaces and terminating ?, and = sign if the case is important, and press RETURN. Enter the replacement string (with necessary spaces and terminator) and press RETURN. Select the direction you require and the search and exchange takes place. Use Control-Q to interrupt, except when a document in a linked operation is being loaded or saved.

F1 S S R Confirm replacement at each occurrence. As search and exchange but the option of replacing the string or continuing with the search is given.

COMMAND **TAB**

PURPOSE To move across the screen to selected positions. When Script 128 is loaded tabs are set at columns 1, 10 and thereafter at ten column intervals. Tabs available are standard column, numeric (decimal point) or line tabs. Tabs are saved on disk with each document.

FORMAT F1 T X

where X is the initial letter of the required word in the Tab Menu

Tab B ack S et R elease N umeric C lear D efault L ine>
--

F1 T T Move right to next column tab. For short form of command use F7 or TAB key. The default tabs are set at columns 1 and 10 and then at intervals of ten columns. If a tab is set in a column where there is a phantom space (see Wordwrap) it is skipped when TAB is used.

F1 T B Move left across the screen to previous tab. Useful for correcting mistakes. The short form of the command is SHIFT-TAB.

F1 T S Set column tab. Use the cursor to move to the required position and then give the command. To set further tabs, move the cursor and use CONTROL-R. The default tabs should be cleared beforehand if not needed. The third line of the screen displays current tab positions with / representing a standard tab and # a numeric one.

F1 T R Cancel the tab at the current cursor position.

F1 T N Set Numeric (decimal point) tab. Leave at least three spaces between a numeric tab and the right margin to allow for the decimal point and the following digits. The figures when entered appear from right to left, calculator style until the decimal point, a letter or a space is entered. The decimal point is positioned at the tab position. Use TAB to move to the numeric tab. Script 128 then automatically switches to numeric mode.

F1 T C Cancel all column tabs.

F1 T D Restore default tab positions. All existing tabs are cleared.

Script 128 also provides vertical (line) tabs for moving quickly down text for instance when filling in forms. A further menu is shown after the command F1 T L is given.

Tab Set Release Numeric Clear

F1 T L T Move to the next line tab. The cursor remains in the same column, enabling column and line tabs to be combined to position the cursor exactly.

F1 T L S Set standard line tab. The cursor may be anywhere on the desired line.

F1 T L R Remove line tab. Place the cursor anywhere on the desired line.

F1 T L N Set numeric (decimal point) line tab.

F1 T L C Clear all line tabs.

COMMAND LAYOUT

PURPOSE To control the layout of the printed or displayed document.

The final appearance of a document depends on the layout commands. This differs from the screen appearance and should not be confused with it. Layout commands are entered either from the menu or are keyed in directly. The cursor must be positioned at the relevant place before the command is entered. If entering layout commands after the text is entered, use insert mode to ensure that the text is not overwritten. Layout commands can be used in three ways:

1. On a line by itself. The layout character (Control-L) must be in column 1. String the commands together separated by colons and ending with a paragraph marker. Colons are entered if layout commands are selected from menus.

Example: ★lm4:rm78:pl60:tm0:bm8:jy

This line sets left and right margins, page length, top and bottom margins and turns justification on.

2. Following text on the same line and before the paragraph marker.

Example: the end of this paragraph. ★sk3:lm10

3. Before text and on the same line - the layout character must be in column 1 and a semicolon must be entered before the text is typed.

Example ★np:lm10;This is the start of a paragraph.

FORMAT F1 L X

where X is the initial letter of the options in the sub-menu below.

Release Comment Link Pause Border> Enter> Margins> Set>
--

F1 L R This command releases the indented margin moving it left the same number of characters as set in the immediately preceding indentation. Thus if a paragraph is indented from the left margin, margin release places the next line at the left margin, all subsequent lines being indented. However, if a second indent has been used, margin release places the next line at the first indent, all subsequent lines being indented to the second indent specified.

F1 L C
★cm Place comment in text - this comment is not printed. The comment may be up to 20 characters in 40 column mode or 60 in 80 column mode. The comment command must be the only layout command on a line. If the space allowed is not sufficient further comment lines may be used each starting with the comment layout character.

F1 L L
★lk Define next document in chain. Use this command to link a chain of documents for printing. This command must be placed by itself on the last line of the document.

F1 L P
★ps Pause during printer output. Use this command to temporarily halt output. Resume output by typing C, V, P or S.

Example: ★ps:change to italic daisywheel

The pause message is shown on the Help Message line during the pause.

F1 L B Enters the sub-menu for headings and footings - the Border sub-menu. Use these to set the top and bottom surrounds of the document.

Heading Footing Left Right

F1 L B H
★hdn

Use this command to enter document headings. At the prompt "Enter Heading Gap", enter the number of blank lines required between the heading and the first line of text. At the prompt "Enter Text", enter the text you require printed at the head of each page. This text can be right aligned, left aligned or centred: that is, in three zones. The separator for these zones is the up arrow (next to the RESTORE key). Note, two up arrows must be included even if zones are to be blank. Special print features may be added to text in the headings. Press RETURN when the entry is complete.

Examples: ★hd2:left↑centre↑right
★hd3: ↑↑right only

A second heading line can be entered but only from the keyboard using the command ★hs. The format for this is as in the first heading line and it must be on a line of its own. With two headings the first gap is that between the two headings and the second heading gap is that between the second heading and the first line of text.

Headings may be alternated right and left. To do this use Heading-Alt from the Layout Set sub-menu (see below). Set the second heading command from the keyboard with the command ★hs. The text is then entered as above. For alternate headings specify the same heading gap.

F1 L B F
★ftn

Enter footings. Essentially the same as the heading command but with the gap being between the bottom line of the text at the foot of the paper. All footings and footing gaps must fit within the bottom margin. Again there are three zones, separated by two up arrows, and

a second footing line (**★fs**), or alternating footings are available. Page numbers may be incorporated automatically in either headings or footings using the **#** sign. Script 128 then numbers the pages automatically.

F1 L B L
★hln

Set heading/footing left margins. If you wish to specify margins for headings and footings different from the text margins or if throughout the text you change margins, use this command. This ensures that the headings and footings are always properly aligned. Only one setting is allowed which acts on both heading and footing.

F1 L B R
★hrn

Set heading/footing right margins. As above. May be included in same format line separated by colons.

F1 L E

Enters the sub-menu for layout commands.

Skip Feature Lines/Inch Characters/Inch Page-Number
--

F1 L E S
★skn

Use this command to print a number of blank lines. The effect of this command is shown at output.

F1 L E F
★fe

Use this command to send an extra character sequence to the printer, accessing a special printer feature. Use the printer manual to find the values to send. You may enter a number of values separated by commas. See also secondary addressing, the **★sa** command, in Section Eight.

If these printer features are required frequently it is best to include them in the defaults file and thus select them from the feature sub-menu. For information on this and on the use of **★sa** see Section Eight.

- F1 L E L**
★**lin** Set lines per inch. Available settings are 4, 6, 8, 12. However, not all printers support these settings. Script 128 is normally set at 6 lines per inch.
- F1 L E C**
★**cin** Set characters per inch (pitch). Available settings are 8, 10, 12, 15, 20. Not all printers support this function. Most printers are set at 10 characters per inch.
- F1 L E P**
★**pnn** Define page number value. This command is used when part of a document is to be printed. Place the command on a line of the page where the new number is to take effect. When the prompt “ENTER Value” is given enter the page number you want. If you use this command at the start of a document it will affect the first page.

For normal page numbering placing a # sign in the heading or footing command controls page numbering. The document, when output, starts at page 1 automatically. Use the command F1 L E P only when a variation from this is required.

- F1 L M** Enters the sub-menu for margin values.

<p>Left Right Indent Top Bottom Page-length Offset Even-Offset</p>
--

- F1 L M L**
★**lmm** Set left margin for printing. The left margin is automatically set at 4. Use this command only when you need a different value.
- F1 L M R**
★**rmn** Set right margin for printing. The right margin is automatically set at 76. Use this command to change the value. Do not set this value wider than the printer width. Changing

the characters per inch should be reflected in a change of the right margin to ensure the correct printed width of the document. All right aligning and justification operates on this margin.

F1 L M I
★inn

Set number of columns to indent. Use this command to indent paragraphs of text. Script 128 has four levels of indentation, each moving text to the right, relative to the previous level. Changes of the left margin do not affect indents. In Edit mode always work at column 1 - do not insert spaces. The indent can be checked using the Print View command. The indent is removed by entering this command and entering the value 0 in response to the prompt. Note that if more than one indent is used cancelling an indent as described returns to the previous indent. Thus each indent has to be cancelled to resume output at the left margin. If paragraph numbering is required the margin release character < must be inserted in column 1 before the number then the correct number of spaces inserted before the text is typed.

F1 L M T
★tmn

Set position of first line of print. If you are using headings, the first line of your heading is the first line of print. Use this command to ensure that the print starts at a predefined position on your paper. If using headed notepaper this top margin needs to be varied for subsequent pages.

F1 L M B
★bmn

Set lines to bottom of page. This space at the foot of the page, after the end of the text, must be large enough to include any footings, if set.

F1 L M P
★pln

Set maximum number of lines per page. This value is set at 66 normally. Permanent changes of this value should be set up in the defaults file. If using a printer with a single sheet feeder the value for this command should be the number of lines between the top of one page and the top of the next allowing for any gap as successive pages are fed through the sheet feeder.

F1 L M O
★ofn

Offsets the left margin. Some printers, for example when used with sheet feeders, do not have the paper in the normal position. Use this command to move the print over without changing margin settings. The offset you enter is added to the left margin value. An offset of 40 with a left margin of 10 will print at column 50 which is 5 inches at 10 characters per inch setting.

F1 L M E
★eon

Set offset for even numbered pages. Use if preparing documents for binding when a larger margin on the right is required. This command does not affect other aspects of the layout.

F1 L S

Enters sub-menu for layout settings.

<p>Center Justify R-Align Heading-Alt Footing-Alt Spacing New-Page</p>
--

Turn on the required function by selecting Start from the sub-menu after entering F1 L S X and turn off by selecting End. The commands to turn on the function must be separated from the text with semicolons. The first five commands of this section are entered from the keyboard with y to turn on and n to turn off, eg: ★cy and ★cn. Only the first character of the abbreviation is shown.

F1 L S C ★c	Centralise text between margins. If more than one line of text is to be centred, the command is entered at the start of the block and cancelled at the end of the block.
F1 L S J ★j	Set even right margin (right justification).
F1 L S R ★r	Align text to right margin leaving left margin ragged.
F1 L S H ★h	Set alternate headings. If you wish to set headings alternately on double sided print out use this command. A second heading line must be added using the ★hs command, placing the text to be printed in the appropriate zone. The heading gap must be the same as in the ★hd command.
F1 L S F ★f	Set alternate footings. A second footing line must be added using the ★fs command, placing the text to be printed in the appropriate zone.
F1 L S S ★spn	Set spacing between lines. Single spacing is set with 0, double with 1 and triple with 2. For this command there is no start and end sub-menu but the prompt “enter value”. To return to normal spacing enter this command and the value 0.
F1 L S N ★np(n)	Start new page. This command, of the form ★np, enables conditional page breaks to be entered. Follow the command with a number and Script 128 checks to see if there are that number of lines available to print on as defined by the ★pl setting. If there are not, a new page is started, if there are, the command is ignored. If no value is given after the ★np command, a new page is started immediately.

COMMAND **QUIT**

PURPOSE To leave the Script 128 program

FORMAT F1 Q

Use this command to exit Script 128. Remember to save the text as this command erases the current memory.

The prompt “No Yes” is given. Highlight “Yes” and press RETURN. If there is a document in memory, “Proceed Abandon” is then shown. Press P or RETURN to exit or A to return to the document.

COMMAND **HELP**

PURPOSE To provide help with menu commands

The short form of this command is F8 or the HELP key.

Press RETURN to see the second page of the help screen.

COMMAND **CALCULATOR**

PURPOSE To provide calculation functions.

Script 128's arithmetic feature can be used in three ways:

1. As a five function calculator.
2. As above but using values from the text.
3. To add lines and columns in the text.

Decimal places The number of decimal places is variable. The calculator displays up to 20 digits before and 10 after the decimal place. Use "Set Decimals" to change the number of decimal places. Rounding to the number of places set is automatic. At start up decimals are set to 2 places.

Allowed Characters Numbers can include currency signs, the minus sign, parentheses (to indicate negative values), commas and the decimal point.

Examples: \$2,416.00 -2,416.00 (2416.00)

See "Set Decimals" for automatic comma insertion.

Entering Numbers To ensure correct alignment for column addition, enter numbers at numeric tabs. Avoid the use of the INST/DEL key when entering numbers as this could disrupt the layout. When you move to a numeric tab, Numeric mode is switched on and Insert Mode, if on, is switched off. Normal mode is resumed on leaving the tab. Numeric Mode if required is entered with the "Set Numeric" command.

In Numeric Mode, numbers and allowed characters appear from right to left, calculator style, until a decimal point, space or a character that is not allowed is entered. Press RETURN when all the numbers on the line are entered. Use CONTROL-C to remove an incorrect entry, press TAB and re-enter the number. Use SHIFT-TAB to tab back.

Calculations Calculations are performed either on numbers in the text or on numbers entered specifically for calculations. To use numbers from the text, place the cursor on that number. If the cursor is not on a number, Script 128 prompts “ENTER Value”. Results of calculations are shown on the Tabs line and remain visible until a key is pressed. To view the current result in the calculator use “Calc View” (see below).

FORMAT F1 C X

where X is the initial letter of the required word in the Calc Menu

Zero	View	Add	Subtract	Multiply	Divide	Percent	Result	Table
Line	Column							

F1 C Z Set the calculator to zero.

F1 C V View the result of calculation.

F1 C A Add value to the result in the calculator. If the cursor is on a number in the text, that number is added to the calculator. If there is no number under the cursor, the prompt “ENTER Value” is given. Press RETURN after your entry. Repeat the command to add a series of numbers, moving the cursor around the text if you wish to use entries from your document.

F1 C S Subtract value from the result in the calculator. If the cursor is on a number in the text, that number is subtracted from the calculator. If there is no number under the cursor, the prompt “ENTER Value” is given. Press RETURN after your entry. Repeat the command to subtract a series of numbers, moving the cursor around the text if you wish to use entries from your document.

- F1 C M** Multiply result in the calculator by the value. If the cursor is on a number in the text, that number is used for the multiplication. If there is no number under the cursor, the prompt "ENTER Value" is given. Press RETURN after your entry.
- F1 C D** Divide result in the calculator by the value. If the cursor is on a number in the text, that number is used for the division. If there is no number under the cursor, the prompt "ENTER Value" is given. Press RETURN after your entry.
- F1 C P** Calculate given percentage of current result in the calculator. Zero the calculator and add the required number if necessary. If the cursor is on a number in the text, that number is used to calculate the percentage. If there is no number under the cursor, the prompt "ENTER Value" is given. Press RETURN after your entry. The resulting percentage is then the current value stored in the calculator.
- F1 C R** Place result of calculation in text. Position the cursor in the text allowing sufficient space to the left of the decimal point which is entered at the cursor position.
- F1 C T** Add columns. This command operates on columns of figures that have been entered at numeric tabs. Place the cursor on the line where you wish the totals to be entered and to the left of the first column. Enter the command and the columns are totalled in turn. Figures with minus signs before or in parentheses are subtracted in this calculation.

F1 C L

Add values across a line. Move to the end of the line leaving enough space for the digits after the decimal point, or to the final tab if one has been set for these totals. Enter the command and press RETURN after the total has been calculated and entered. Figures with minus signs before or in parentheses are subtracted in this calculation.

F1 C C

Add values above the cursor. If you need to total a single column of figures, tab to the numeric tab on the total line. Enter the command and the column is totalled. Figures with minus signs before or in parentheses are subtracted in this calculation.

If the layout of your table contains subtotals, insert a row of dashes above the subtotal. Figures immediately above the dashes are ignored. Ensure that the dashes extend past the decimal point position to prevent figures above the line of dashes being used in further calculations. Do this by tabbing to the numeric tab, typing a space to turn off Numeric Mode and then cursoring back to the start of the line of dashes.

Example:	1050	
	2365	
	<hr/>	
	3415	obtained by F1 C C
	661	
	242	
	4318	obtained by F1 C C
	<hr/>	

COMMAND FEATURE

PURPOSE To select printer features

Most printers support features such as underlining and boldface which enhance the appearance of printed text. These features in Script 128 are accessed through the Feature Menu or through the Features sub-menu, which allows access to non-standard features on your own printer. These you may define in the Printer Definition in the defaults file.

To obtain printer features, position your cursor where you want the feature to start, at the beginning of a title, for instance. Enter the appropriate command, select "Start" from the "Start End" sub-menu and the special character that indicates the start of the feature appears. To turn off the feature, select "End" after entering the command again at the appropriate position. The effect of these special characters is not visible on the screen.

Every special character occupies a place on the screen. In entering normal text this displacement does not matter, but in entering tables the special characters, if incorporated in headings make the table appear out of alignment. In this case it is easier to enter the table completely and without any special printer features, then in Insert Mode add the required features.

FORMAT F1 F X

where X is the initial letter of the required word in the Feature Menu.

**Underline Bold Shadow Condense Enhance 1-Superscript
2-Subscript Feature>**

F1 F U Underline. Position the cursor, enter the command, select Start - the special character a highlighted "U" appears. Type the text, or reposition the cursor if inserting special characters, enter the command again and

select End. A highlighted “u” appears. When you view the document all underlined text is highlighted. CBM dot matrix printers do not support underlining, therefore use of this command sets inverse field features.

F1 F B Bold or Overstrike. Use this command as described above. The screen shows a highlighted “B” as the start character and a highlighted “b” as the end character. When you view the text, all bold text is highlighted.

F1 F S Shifted Overstrike or Shadow print. This means that every character is printed twice with the second imprint slightly to the right giving broader characters. Use this command as described above. The screen shows a highlighted “S” as the start character and a highlighted “s” as the end character. When you view the text, all shadowed text is highlighted.

F1 F C Condensed or small font text. Use this command as described above. The screen shows a highlighted “C” as the start character and a highlighted “c” as the end character. When you view the text, all condensed text is highlighted.

F1 F E Enhanced or large font text. Use this command as described above. The screen shows a highlighted “E” as the start character and a highlighted “e” as the end character. When you view the text, all condensed text is highlighted.

F1 F 1 Set superscript for the next character. (Eg: a²) Enter this command followed by the character to be superscripted. If consecutive characters are to be superscripted, repeat the command. A highlighted “+” appears in front of the

character and when you view the text, the character to be superscripted is highlighted.

F1 F 2

Set subscript for the next character. (Eg: H₂O)
Enter this command followed by the character to be subscripted. If consecutive characters are to be subscripted, repeat the command. A highlighted “-” appears in front of the character and when you view the text, the character to be subscripted is highlighted.

F1 F F

Accesses sub-menu of features

the commands available through this sub-menu are:

1 2 3 4 5 6 7 8 9 0 Escape B Backspace

Each of these features is represented in the text by the highlighted number, except for the Escape character, which is represented by a highlighted up-arrow and the backspace which is represented by a highlighted exclamation mark.

Features 1 to 0 must be defined in the Printer Definition in the defaults file before they can be used. You will probably need to use one character to switch a feature on and one to switch it off.

See Modifying your Printer Definition in Section Seven.

SECTION SEVEN

THE DEFAULTS FILE AND PRINTER DEFINITIONS

7.1 INTRODUCTION

This section describes the “defaults” file, its contents and how to amend information on it and add details to it. Instructions are also given about defining your printer interface and sending control codes and secondary addresses from within a document.

The information held on the “defaults” file is the layout command default values and the printer definition. All the information in this file can be amended to suit the individual user’s particular requirements. This allows you to utilize your printer’s special functions to the full.

7.2 THE DEFAULTS FILE

The “defaults” file is placed on each Training Disk and Work Disk created using Script 128. It contains the default values and printer settings for your system. When Script 128 is loaded, those values and settings are read and become operative until you change them while using Script 128, or the computer is switched off, or the “defaults” file is changed and reread.

Default values are values and settings which are used by the program if no others, are entered by the user. The values in the “defaults” file are viewed and/or amended by loading the defaults file into Script 128’s memory in the same way that you load any other Script 128 document, by pressing F1, D, L, typing the file name (defaults), and pressing RETURN. The “defaults” file can then be amended as required, and refiled using the Document Replace command.

7.3 LAYOUT COMMANDS AND SCREEN COLOURS

The first one or two lines of the “defaults” file contain layout command default values. These layout commands are listed in Appendix D together with their “default” file and internal default values. Layout commands are described in Section 6.4. The layout commands in the “defaults” file can be amended, according to the rules in that section, to suit your own requirements.

The colours of the different areas of the screen (text, background, border etc.) can be changed. This is carried out by inserting the `★sc` command into the document you are currently working on or by placing that command at the beginning of the “defaults” file. Both these techniques are described fully in Section 4.8.2.

7.4 PRINTER DEFINITIONS

As well as default commands, information about the printer you are using (its type, any special features you wish to use, etc.) is also entered onto the “defaults” file. When Script 128 is loaded, these details are read into the computer’s memory.

When you create a Training Disk or Work Disk using Script 128, you are asked to enter your printer type for the printer you are using (see Sections 2.7 and 6.4). Script 128 uses the printer type you enter to select the printer information it places in the “defaults” file. This information can be found on the lines after the `★pd` command in that file. Details are given here of how to tailor this definition to take advantage of your printer’s special features. Note that these are general instructions and are intended to cater for the extremely wide range of printers available on the market.

There are definitions for five printer types on the Script 128 program disk. These are:

`cbm dot matrix` (for CBM Dot Matrix printers)
`cbm daisywheel` (for CBM Daisywheel printers)

epson	(for Epson printers)
diablo	(for Diablo, Qume or Juki printers)
spinwriter	(for NEC Spinwriter or Ricoh 1600S printers)

If your printer is not on the above list, you can:

1. Use one of the above definitions if your printer is completely compatible with one of the above printer types. This information can be obtained from your printer manual or from your dealer.
2. If you have a non-Commodore, dot matrix printer, try the "epson" printer type.
3. If your printer is a daisywheel type, try the "diablo" printer type if all the following conditions are true:

The printer can backspace/underline
The print head can move in 1/120 inch increments
The printer is not Spinwriter compatible

4. If your printer is non-diablo daisywheel type, try entering "daisywheel" for the printer type. Although this printer definition is on the Script 128 program disk, it is not given in the list of printer types above as it is not intended for any single printer. This definition assumes that your printer can backspace.

If you are still unable to decide which printer type to enter, or if you have tried one or more which did not work, you may have to modify an existing printer definition. This is carried out with normal Script 128 editing commands and is described below.

7.4.1 MODIFYING THE PRINTER DEFINITION

The printer definition in the "defaults" file can be modified. Do this if the standard definitions given by Script 128 are not suitable for your printer or if some of your printer's features do not work satisfactorily.

To modify the printer definition, insert a Training or Work Disk into the disk drive and load the file "defaults". The printer definition starts after the layout command `★pd`, it consists of lines of information about the control codes that the printer uses to perform its various functions. Each line of information has two parts - numerical values to the left of a colon (:) and an explanatory comment to the right of the colon.

The lines of the printer definition are in eight groups. Each group covers a different function or set of characteristics and is described below. The line numbers given in brackets are the line numbers of the printer definition, counting the first line after the layout command `★pd` as line 1. When you amend the printer definition, you may find it easier if you use the following procedure:

- Mark the lines from the beginning of the file up to and including the line "`★pd`" (use the Area Block command)
- File that block giving it a name such as "defaults x" (use the Document Block command)
- Erase those lines from the screen (using the Erase Block command)

In this way the line number for a particular line is obtained by moving the cursor to that line and reading the line counter in the top right corner of the screen. Similarly, to find a particular line, move the cursor to that line number.

When you have finished amending the printer definition, place the cursor in line 1 column 1, or after the colour definitions if you have inserted them, and load "defaults x" using the Document Insert command. You can then replace the "defaults" file on disk using the Document Replace command.

Group 1 - Screen Width (line 1)

This is the text width for the Edit screen, and although not a printer definition it is included in this section. It is initially set to 40. If your screen width is greater than the value entered here, Script 128 automatically uses the width of your screen. The text

width can also be changed during processing using the Set Text command.

Group 2 - Interface (lines 2-6)

These lines specify the physical characteristics of the interface to the printer (the interface is the physical connection between the printer and computer). Most of the characteristics of the printer interface can be defined from within Script 128.

There are two kinds of interface, parallel and serial. There is only one parallel interface available for Script 128 users, this is the Centronics interface. There are two serial interfaces, Commodore and RS232. The serial and parallel interfaces are handled differently. The values to be entered into each line are set out below according to interface type.

RS232 Interface

Each line must have a value

Commodore Serial Interface

Each line must be present. None of the lines except the secondary address line need have a value. The secondary address line can have a value in the range 0-255, 0 and values in the range 128-255 indicate that secondary addresses are not to be used. If you indicate here that secondary addresses are to be used, then any code entered into Groups 4-8 can be a secondary address. For serial printers, a secondary address is indicated by the character "s" immediately before the code.

Centronics Interface

All lines must be present but need not have a value.

Group 3 - Printer Characteristics (lines 7-17)

These lines define certain basic capabilities of the printer.

Line 8 indicates whether the codes sent to the printer are to be ASCII or CBM.

Line 10 indicates which codes (ASCII or CBM) are used in the printer definition file.

Lines 13, 14 & 15 indicate whether bold, shadow and underline printing is to be carried out by Script 128. Enter a value of 1 for yes or 0 for no.

Line 16 allows you to increase or decrease the boldness of boldface printing by varying the number of character overstrikes.

Group 4 - Main Features (lines 18-31)

The lines in this group control the features that appear on the Feature Menu (selected from the Main Menu). These are underline, bold, shadow, condense, enhance, superscript, and subscript. The numbers to the left of the colon on lines 18-31 are the decimal CBM or ASCII codes that Script 128 sends to the printer whenever it encounters in your text the character for the special feature which you have selected from the Feature Menu.

For example, selecting Feature Underline Start places a reverse U in the text. When you print this text, the code 27,45,1 is sent to the printer to tell it to switch underlining on. If your printer requires a different code to tell it to switch underlining on, then enter that code before the colon on line 18.

Note that:

- Lines 18-24 switch features on, and lines 25-31 switch features off.
- In the cbm dot matrix printer definition, the value in line 18 is that for inverse field. This is because Commodore dot matrix printers do not underline.

Group 5 - Secondary Features (lines 32-41)

These lines specify the printer features obtainable from the Feature Feature Menu (the options in that menu are 1-9, 0, escape, and backspace). To add an extra feature, modify one of these lines to contain the required code for that feature. For Epson type printers, the codes giving access to different language character sets have already been inserted. These are shown in the comments. Individual characters that vary by language are covered in Group 8.

To use one of these features in your work, select the Feature Feature command and then, from that menu, select the option to which you have assigned the required feature.

Note that non-standard printers can interfere with feature control. Some printers cannot accept mixed feature commands on one line, or cancel one command when another is received. It may help to print each feature on a line by itself, or precede a feature with a blank line.

Group 6 - Pitch (lines 42-50)

These line specify the available alternatives for characters per inch (pitch) and lines per inch. If there is no number to the left of a colon on any particular line, then the pitch or lines per inch value on that line is not available.

Group 7 - Printer Initialization (line 51)

This line specifies the codes that are automatically sent to the printer every time you use the Print Print command. If there are no numbers to the left of the colon, then no codes are sent. Codes that appear elsewhere in the printer definition can also be entered into this line.

Examples of the use of this line are:

- If you have an Epson printer and you wish to print only in italics at 12 characters per inch, set this line to

`27,77,27,52`

- If a printer is being used by more than one person, printer reset controls codes can be entered into this line.
- To permanently define the Commodore user-definable character as a pound sign (£), enter the following sequence into this line of the cbm dot matrix printer definition:

s5,1,13,63,77,77,33,13

Group 8 - Variable Characters (line 52-end)

The lines in this last group define the codes for characters that vary from language to language and, often, from daisywheel to daisywheel. In this way you can change a code so that:

- a particular character in the text gives another character when that text is printed, or
- the character printed matches a particular key on a non-American or non-British keyboard.

To change a code, define a sequence of numbers separated by commas. The format is:

nn,xx,...,xx

where nn is the code for the character to be changed, and the rest of the numbers (xx,,xx) are the codes to be sent to the printer in order to produce the required character.

7.4.1.1 Printer Definition Editing Rules

The following are the rules for editing printer definitions on the "defaults" file:

- The numbers in a code sequence must be separated from the comments by a colon (:)
- The numbers in a code sequence must be separated from each other by a comma

- Only one code sequence on each line
- There can be as many numbers in a code sequence as can be fitted on one line
- If a feature is not present or not used, a colon must be placed in column 1
- Precede a secondary address with the character s

If the modification you have made does not work, it may be that you have selected the wrong basic printer type, a colon is missing, a comma is missing, or that you have attempted to use a feature that the printer or the daisywheel does not have.

7.5 ENTERING PRINTER DEFINITIONS AND COMMANDS DIRECTLY

Printer definitions and commands can be entered directly into Script 128 as well as placing them in the “defaults” file. This is carried out by using the **★fe** and **★sa** layout commands, and using the Printer Interface command.

7.5.1 THE ★FE AND ★SA LAYOUT COMMANDS

The **★fe** commands allows you to send a control code sequence to the printer from within your text. This command is entered using the Layout Enter Feature command which is described in Section 6.4.

The **★sa** command can only be used on printers with secondary addressing. This command is not available from the menus, it must be entered directly, using CONTROL-L to enter the Layout Character. The format for this command is:

★san1,n2,n3,n4,n5

where n1 is the secondary address to which all the other values or printer codes (n2, n3, etc.) are to be sent. A maximum of 29 codes can be specified after the secondary address.

The Commodore user-definable character can be permanently defined as a pound sign (£). To do this, enter the following sequence in line 51 of the cbm dot matrix Printer Definition (see Section 7.4.1):

```
s5,1,13,63,77,77,33,13
```

7.5.2 THE PRINTER INTERFACE COMMAND

The Printer Interface command is covered in Section 6.4. Further information about using that command is given here.

The options in the Print Interface Menu are:

Serial Centronics RS232 Printer Auto-LG No-LF

Each of these options is described below in the order in which they appear in that menu.

Commodore Serial Interface

You can connect several CBM printers to your computer. A further menu (4-unit 5-unit 6-unit) is displayed when this option is selected, this allows you to select the printer to which you wish to print.

Unlike the other interfaces available, the Commodore serial interface uses secondary addressing. This is because some CBM printers must specify a secondary address to ensure that the correct character set is used (without secondary addresses upper case and graphics are obtained, with secondary addresses lower case and upper case are obtained).

Secondary addresses are defined in Section 7.4.1.

Centronics (Parallel) Interface

If the Centronics option is selected from the Print Interface Menu, no further information is required.

A number of Centronics interface cables are available. The following table shows how the pins should be connected to the user port in order to use this type of interface with Script 128.

PINS on 128	Cable PINS
a Ground	33 Ground
b Flag2	10 Acknowledge
c PBO	2 Data1
d PB1	3 Data2
e PB2	4 Data3
f PB3	5 Data4
h PB4	6 Data5
j PB5	7 Data6
k PB6	8 Data7
l PB7	9 Data8
m PA2	1 Data Strobe
n Ground	16 Ground

These setting work for the majority of printers, including Epson, Juki, Canon, Kayaka, Microline, Daisy Step, Kaga, and Star.

The interface cable you buy may be supplied with a software cassette containing a machine code program or “wedge”. This addresses the printer and sends the appropriate codes. The program resides in memory and allows you to run other software at the same time. As Script 128 has its own printer software you do not need to use the wedge supplied with the interface cable.

RS232 Interface

This option allows you to modify three of the interface characteristics:

Data Format (data bits and stop bits)
Data Transfer Speed (baud rate)
Parity Checking Type

When the RS232 option is selected the Data Format Menu is displayed. When the required option is selected from that menu,

the Data Transfer Speed Menu is displayed. Selecting an option from that menu then causes the Parity Menu to appear. Each of these menus is described below.

Data Format

Data Format refers to the way in which characters are sent to the printer. Each character is represented by a number of “data bits” and “stop bits”. The most common format is 8 data bits and 1 stop bit, Script 128 is initially set for this. The options in the Data Format Menu are:

- 6 data bits 1 stop bit
- 6 data bits 2 stop bits
- 7 data bits 1 stop bit
- 7 data bits 2 stop bits
- 8 data bits 1 stop bit
- 8 data bits 2 stop bits

Consult your printer manual for the correct setting for your printer.

Data Transfer Speed

The options in the Data Transfer Speed Menu are 75, 110, 134.5, 150, 300, 600, and 1200.

Your printer manual gives the Data Transfer Speed (baud rate) for your printer, (the baud rate is sometimes determined by a switch on the printer). If the incorrect baud rate is set when you attempt to print, you will find that either “garbage” is printed, or characters are “lost” from the text.

Parity

Parity refers to the way the printer checks the accuracy of the data it receives. Many modern printers do not check parity, Script 128 is, therefore, initially set for no parity. The parity checking method used by your printer is given in your printer

manual. The options on the Parity Menu are None (No Parity), Even, Odd, Mark, and Space.

Printer Type

When a Training Disk or Work Disk is created using one of the options on Script 128's Initial Screen, you are asked to enter a printer type. The printer definition for that printer is then placed on the "defaults" file and read by Script 128 each time you load the program. This printer type can be changed using the Printer option from the Print Interface Menu.

The prompt "ENTER Printer Type" is displayed when Print Interface Printer is selected. To change the printer type, enter one of the printer types:

cbm dot matrix
cbm daisywheel
epson
diablo
spinwriter

The printers defined by these printer types are given in Section 5.3.

This option can also be used if the "defaults" file has been amended (see Sections 4.8.2 and 7.4.1) and you wish to implement the changes on that file without reloading Script 128. To do this, select the Print Interface Printer command, enter:

defaults

after the prompt "ENTER Printer Type" and press RETURN. The amended "defaults" file is then read from the Work Disk or Training Disk and the printer type displayed on the screen. Press the SPACE BAR to confirm this. The Edit screen then appears. The previous default values and printer settings have now been replaced by the new ones.

Line Feed ON or OFF

Most printers automatically execute a line feed after a carriage return, Script 128 initially assumes that this is the case with your printer. If your printer does not automatically line feed after a carriage return, select Auto-LF. To change from Auto-LF to No-LF, select No-LF.

If you select Auto-LF and your printer line feeds, this produces double line feed. In this case, single spaced text is printed with double line spacing. If you select No-LF and your printer does not line feed, all the information is printed on one line.

Different layout values may be required for different types of document, or you may have more than one type of printer. In this case, create a Work Disk for each set of layout values and printer type and use the Print Interface Printer command each time you insert a different Work Disk into the disk drive. The documents pertaining to a particular set of layout values, or to printed on a particular printer, are then filed on the appropriate Work Disk.

7.6 PRINTER TESTING AND TROUBLESHOOTING

Commodore recommends that you test the performance of your printer whenever you modify the Printer Definition or enter different interface characteristics. A document called "printer test" is included on the Script 128 program disk for this purpose. To use it, load "printer test" and print it using the Print Print command. Each paragraph explains which feature is being tested and the results you should obtain.

If printer is not behaving as it should, consult the following table which gives a short list of errors and their possible causes. The numbers in brackets are the sections where that point or feature is described.

Error	Possible Cause
Prints garbage	Incorrect baud rate (7.5.2) Incorrect Data Format (7.5.2) Incorrect Parity (7.5.2) Internal printer switches wrongly set Incorrect daisywheel being used
Garbage between words	Justification on and wrong printer type selected
Losing characters	Baud rate too high (7.5.2) Printer busy signal not connected properly
Print head malfunction	Incorrect control codes
Double line feed	Both Script 128 and printer line feed switched on (7.5.2)
Prints all on the same line	Both Script 128 and printer line feed switched off (7.5.2)

The printer definition stored on the Script 128 program disk can, if you wish, be printed. To do this, insert the program disk into the disk drive, press F2, move the highlight to the required printer type and press RETURN. That printer definition is then loaded. Move the cursor to line 6 and replace the Layout Character (the reverse asterisk) in the ★pd command with an ordinary asterisk. You can now print the printer definition as you would an ordinary document, using the Print Print command. If you do not replace the Layout Character in the ★pd command, then Script 128 ignores everything after that command when you print the file.

APPENDIX A

ERROR MESSAGES

Below is a list of Script 128's error messages together with a brief description of each one, its meaning and any corrective action to be taken. Also noted in this section are the most common device and disk drive error messages.

Disk Full	There is insufficient room on the disk to close a document file which has, therefore, been left open. Use the Document Utility Verify command to remove open files.
Out of Memory	The text area is full.
Too Many Tabs	Too many tabs set, maximum is 50.
Number Out of Range	The number under the cursor is out of the range of the calculator. Maximum value is 1020-1.
File Exists	The filename you entered already exists. Enter a new name or use the Document Replace command to overwrite the existing document.
No Block Set	A block command was attempted with no current block defined. Define a block and repeat the command.
Cursor Inside Block	Cursor is within the block you are attempting to move or repeat.
Document In Memory	The function you have selected is not available until memory is cleared.

Invalid Marker Format	You have deleted the < at the beginning of a marker in a merge letter.
Marker Name Too Long	The marker name is too long. Maximum number of characters is 12
Too Many Marker Names	You have defined too many marker names, maximum is 20.
No Marker Names On Line One	No marker names defined on line 1. Enter ★nm: and marker names on line 1.
Invalid Merge List	The document selected as a merge list does not conform with the merge list rules (see Section Six).
Marker Name Not Defined	You have a marker name in the document not defined in the name (★nm) command.
Unknown Command	Script 128 does not recognize the layout command at the cursor position.
Wrong Character After Command	Wrong character after layout command. Requires colon in heading/footer command lines, semi colon after layout command and before text on the same line.
Number Too Large	Too large a number in the layout command at the cursor position.
Invalid Number	Invalid value in the layout command at the cursor position.
Number Of Up Arrows In HD/FT	Heading/footer command line defined incorrectly, must contain two up arrows.
HD/FT/PS Text Too Long	Heading, footer, or pause text is too long. Maximum of 120 characters for heading or footer

	text, pause text must not extend beyond the end of the pause command line.
Margins Too Close	Margins are too close together, minimum 15 characters apart.
Left Margin = 0	Your left margin must be equal to or greater than 1.
Left Margin > Right Margin	The left margin value must be less than the right margin value.
HD Number Too Large	The gap between the heading and text is too large, maximum value is 57.
Not At Start/End Of Line	Your layout command is not at the start or end of a paragraph.
HD/FT Not Defined	Second heading/footing command line (★hs/★fs) entered without a first heading/footing line (★hd/★ft) defined.

DEVICE ERROR MESSAGES

Device error messages occur when there has been an unsuccessful attempt to access to an external peripheral such as a disk drive. These messages are displayed on the Tabs Line in the format:

Device Error X: See Appendix A

where X is defined as follows:

X	Error
A	Device timeout or status error.
0	Routine terminated by the STOP key.
1	Too many open files.
2	File already open.
3	File not open.

- 4 File not found.
- 5 Device not present.
- 6 File is not an input file.
- 7 File is not an output file.
- 8 File name is missing.
- 9 Illegal device number.

Of the above messages, the only one you should see is "Device Error 5: See Appendix A" which occurs when you attempt to print with no printer connected to the computer. If any of the other messages are displayed, consult your dealer.

DISK DRIVE ERROR MESSAGES

Disk drive error messages are given in a standard format, i.e.

nn,Error message text,track number,sector number<,drive number>

<drive number> appears only if you have a dual disk drive.

An abbreviated list of the most frequently occurring disk drive error messages is given below. The number on the left is the value for nn in the standard format given above. Look in the documentation supplied with your disk drive for full details of these messages.

- 0 OK, no error exists.
- 1 Files scratched response. Not an error condition.
- 20 READ ERROR (block header not found).
- 21 READ ERROR (sync character not found).
- 22 READ ERROR (data block not present).
- 23 READ ERROR (checksum error in data block).
- 24 READ ERROR (byte decoding error).
- 25 READ ERROR (write-verify error).
- 26 WRITE PROTECT ON (attempt to write with write protect on).
- 27 READ ERROR (checksum error in heading).
- 28 WRITE ERROR (long data block).
- 29 DISK ID MISMATCH.

- 30 SYNTAX ERROR (general syntax error).
- 31 SYNTAX ERROR (invalid command).
- 32 SYNTAX ERROR (long line).
- 33 SYNTAX ERROR (invalid filename).
- 34 SYNTAX ERROR (no file given).
- 39 SYNTAX ERROR (invalid command).
- 60 WRITE FILE OPEN (file open for write).
- 61 FILE NOT OPEN.
- 62 FILE NOT FOUND.
- 63 FILE EXISTS.
- 64 FILE TYPE MISMATCH.
- 65 NO BLOCK.
- 66 ILLEGAL TRACK AND SECTOR.
- 67 ILLEGAL SYSTEM T OR S.
- 70 NO CHANNEL (available).
- 71 DIRECTORY ERROR.
- 72 DISK FULL (or directory full).
- 73 DOS MISMATCH (power up message, or write attempt with DOS mismatch).
- 74 DRIVE NOT READY.

The most frequent cause of error messages 66 and 67 is attempting to access 8050 formatted diskettes in an 8250 drive. Although the first access attempted gives an error message, subsequent attempts should be successful.

APPENDIX B

MOVING THE CURSOR AND MAKING CORRECTIONS

MOVING THE CURSOR

The cursor is the flashing block on Script 128's Edit screen. The position of the cursor determines the position on the screen of the characters that you type.

The cursor is moved using the cursor keys. There are two sets of cursor keys on the Commodore 128 (and 128D). One set is in the bottom right of the Main Keyboard area. It consists of two keys, one marked with vertical (up and down) arrows, the other marked with horizontal (left and right) arrows. To move the cursor down or to the right, press the vertical or horizontal cursor key on its own. To move the cursor up or to the left, hold the SHIFT key down and press the vertical or horizontal cursor key.

The other set of cursor keys is the third group of four keys at the top of the keyboard, these are above the right hand end of the Main Keyboard area. Each of these keys is marked with an arrow (up, down, left and right). The cursor moves in the direction of the arrow on the key currently being depressed.

Pressing a cursor key once moves the cursor one position in the direction indicated by the arrow(s) on that key. If the key is held down, the cursor moves continuously in that direction. Moving the cursor to the bottom of the screen and holding down the CURSOR DOWN key causes the screen to scroll up. Similarly moving the cursor to the top of the screen and holding

down the CURSOR UP key causes the screen to scroll down. If a text width wider than the screen width is used, the screen can also be scrolled left and right.

The cursor can also be moved about the screen and the text displayed on the screen with commands from the Go Menu and using Control key commands. These are described in Sections 5.5.2 and 6.4.

MAKING CORRECTIONS

Incorrect spellings and typing mistakes can be corrected either by overtyping, removing one or more characters, or by inserting space into the text and inserting new characters into that space.

To overwrite a mistake, use the cursor keys to move the cursor over the incorrect character and replace it by typing the required letter. An unwanted character is removed by placing the cursor to the right of it and pressing the INST/DEL key. Spaces can be inserted into the text by placing the cursor to the right of the point at which the spaces are required. Then hold down the SHIFT key and press the INST/DEL key once for each space desired. The text at and to the right of the cursor is moved to the right as spaces are inserted.

APPENDIX C

THE FUNCTION KEYS

The function keys are the four keys above the Numeric Keypad. Function keys F1, F3, F5 and F7 are obtained by pressing the keys marked F1, F3, F5 and F7 respectively. Function keys F2, F4, F6 and F8 are obtained by holding down the SHIFT key and pressing the keys marked F1, F3, F5 and F7 respectively.

The uses of the function keys are as follows:

- F1 Displays the Main Menu on the Status Line(s).
- F2 Fast entry for the Document Load command. Pressing the F2 key causes the key sequence F1, Document, Load, SPACE BAR to be executed without those keys having to be pressed. The directory of the disk currently in the disk drive is displayed. Move the cursor to select the document you require, and press RETURN. That document is then loaded into the computer's memory.
- F3
 1. Deletes any name or string of characters entered after a prompt on the Status Line. For example, if you enter the wrong file name after the Document Load command, press F3 to remove the incorrect name, then enter the correct name.
 2. Displays the menu from which the one currently displayed was selected.
- F4 Fast entry for the Set Text command. Pressing the F4 key causes the key sequence F1, Set, Text to be executed without those keys having to be pressed. The prompt "ENTER Textwidth" is then displayed. Enter the required text width and press RETURN.

- F5 Fast entry for the Print View command. Pressing the F5 key causes the key sequence F1, Print, View to be executed without those keys having to be pressed. The document in memory is then displayed on the screen in the format in which it will be printed.
- F6 Causes Viewing to be resumed at the beginning of the page on which you interrupted Viewing.
- F7 Moves the cursor forward to the next tab position.
- F8 Displays the first Help Screen. Press RETURN for the second Help Screen or CONTROL-Q to return to Edit screen. When the second Help screen is displayed, press RETURN or CONTROL-Q to return to the Edit screen.

APPENDIX D

LAYOUT COMMAND DEFAULT VALUES

The values you assign to the layout commands determine the appearance of your document when you Print or View it. If you do not assign a value to a particular layout command, Script 128 assigns it one for you, either from the “defaults” file on Work Disks and Training Disks created by Script 128, or from its own internal settings. The values assigned by Script 128 are called default values.

The following table gives the default values Script 128 gives to its layout commands. The column headed “Internal Values” gives the values Script 128 assigns them if there is no “defaults” file for it to read. The column headed “Defaults File” gives the layout command default values placed on the “defaults” file when a Work Disk or Training Disk is created by Script 128. These latter default values you can change if you wish. This is described in Section Seven of this manual. The layout commands themselves are described in Section Six.

Layout Command		Internal Values	Defaults File
lm	Left margin	1	4
rm	right margin	80	76
pl	Page length	66	66
ci	Characters per inch	10	10
li	Lines per inch	6	6
tm	Top margin	0	0
bm	Bottom margin	6	6
sp	Line spacing	0	0
in	Indentation level	0	0

of	Printer offset	0	0
eo	Even page printer offset	0	0
hl	Left heading/footing margin	—	—
hr	Right heading/footing margin	—	—
hy	Alternate headings YES	—	—
hn	Alternate headings NO	—	—
fy	Alternate footings YES	—	—
fn	Alternate footings NO	—	—
cy	Centring YES	—	—
cn	Centring NO	—	—
jy	Justification YES	—	—
jn	Justification NO	—	—
ry	Right alignment YES	—	—
rn	Right alignment NO	—	—
cm	Comment line		
sk	Skip line		
pn	Page number		

Where no value is given for a layout command, the defaults are:

- ★ left heading/footing margin - the left margin value
- ★ right heading/footing margin - the right margin value
- ★ alternate headings and footings, centring, justification, and right alignment - are not set

GLOSSARY

A list of terms used in this manual.

ALIGNED

The edge of the text lines up, i.e. spaces are added so that the last and/or first character of each output line is in the same column as the line above.

APPEND

Add the current block to the end of a document on disk.

BAUD RATE

Rate of data transfer between the computer and a peripheral device, such as a printer.

BLOCK

An area of text to be acted upon, e.g. repeated, moved, erased, etc.

CAPITAL LOCK

Gives upper case characters on the alphabetic keys and lower case characters on the all others. Established by setting the CAPS/LOCK key in its depressed position.

CHARACTER

A single symbol, such as a letter or number, that appears on the screen. Each character is created by pressing a key, a combination of keys, or a sequence of keys.

COMMAND

A string of menu selections that together give an instruction to Script 128.

COMMENT

A line, or partial line, of information that is not output and has no effect on the final appearance of the document.

CONDITIONAL MARKER

A marker occupying one line in a document. When details from a merge list are inserted into that document, the line containing the conditional marker is only printed if the marker has data entered into it. Otherwise the text is closed up.

CONDITIONAL NEW PAGE

The point at which a new page begins if the number of lines specified in the command cannot be fitted onto the current page.

CONTINUOUS PRINT

All the pages in any document are automatically printed in succession.

CURRENT BLOCK

The block of text most recently marked and held in memory for further action.

CURSOR

The small flashing block on the Edit screen. It indicates where the next character to be typed will appear.

CURSOR CONTROL KEYS

Marked with arrows. Used to move the cursor about the text.

DECIMAL TABS

Used to automatically align the decimal point in a column of numbers.

DEFAULT TABS

Script 128's preset (default) standard tab positions. These are in columns 1, 10, 20, 30 etc.

DEFAULT VALUES

Those values which Script 128 assigns to parameters if no others are specified.

DIRECTORY

A list of the names of the documents on a disk.

DOCUMENT

Any text, in memory or stored on disk, which has been created using Script 128.

EDIT MODE

Used when you input or edit text. This is the mode you generally return to when operations in other modes are completed. If not automatically restored, it is entered by pressing CONTROL-Q or RUN/STOP-RESTORE.

EDIT SCREEN

The Edit mode screen, on which text editing is carried out.

ERASE

Remove text without leaving a gap, i.e. the remaining characters move up to fill the space that was occupied by the erased text.

FILE

The action of storing a new document on disk.

FIND

Locate a specific group of characters and move the cursor to the end of that group.

FIXED MARKER

A marker in a merge document. The marker has a fixed amount of space associated with it. When details from a merge list are inserted into the document, the space allocated to the marker is not overwritten by any other details in the document. Used for creating forms, invoices, etc.

FOOTING

One or two lines of text that appear on the bottom of every page. May include the page number.

FORMAT

The arrangement or appearance of printed text.

FORMATTING

- a) Preparing a disk to receive information.
- b) Laying out the appearance of a document.

FUNCTION KEYS

The four keys in the top right of the computer keyboard.

HARD SPACE

Used to join two words so that they can not be split over two lines when the document is printed.

HEADING

One or two lines of text that appear at the top of every page. May include the page number.

HIGHLIGHT

Display in a different colour or in the reverse of the normal character/background colour combination.

HORIZONTAL TABS

Selected positions along the text line to which the cursor may be moved by pressing the TAB or F7 key.

INITIAL SCREEN

The first screen displayed when Script 128 is loaded. It contains a menu with three options.

INSERT

Add characters, words, or lines in between other characters, words, or lines in a document.

INSERT MODE

The Script 128 text entry mode in which characters are inserted into the existing text instead of overtyping it.

JUSTIFIED

Left and/or right hand edges of the text are aligned.

L:1 C:1

The Status Line indicator in the top right hand corner of the screen. The L (line) and C (column) values change as the cursor moves around the screen.

LINE TAB

Selected lines in the text (work) area to which the cursor can be moved with the Tab Line Tab command.

LINKED DOCUMENT

Several documents chained together. They are treated as one document for certain operations, e.g. printing.

LOAD

Take a document that is on disk and copy it into the computer's memory.

MAIL MERGE

The process of printing multiple copies of a standard letter, or document, with a different name and address or other details, inserted into each copy. The inserted information is stored in a merge list file.

MARKERS

Specially marked points in a document. The markers are automatically filled with information from another file (merge list) when the document is Viewed or Printed.

MEMORY

That part of the computer where your document is held. The contents of memory are erased when the computer is turned off.

MERGE

Insert data from a merge list on disk into the markers in the document currently in the computer's memory.

MERGE LIST

A document on disk that contains a list of information that is automatically inserted into markers (variable, fixed or conditional) in the merge document when that document is Printed or Viewed.

NEW PAGE

The point, in printing or viewing a document, at which a new page begins irrespective of the number of lines remaining on the current page.

NUMERIC TABS

Used to automatically align the decimal point in a column of numbers.

PATTERN MATCHING

The use of special characters to create strings that can be used to find and/or replace more than one word in a document or series of linked documents. The words searched and/or replaced conform to a stated pattern, e.g. they all start the same way or all have certain letters in specific locations.

PHANTOM SPACES

Spaces which Script 128 inserts at the end of a text line when a word has been placed on the next line instead of being split at the right hand side of the Edit screen.

REVERSE FIELD

Displayed with the character and background colours exchanged.

SCROLL

Move the text so that you can see parts of the document not currently visible on the Viewing or Edit screen.

SOFT HYPHEN

Used to indicate where a word is to be split if the entire word does not fit at the end of line when the document is Printed or Viewed.

STATUS LINES

The two lines at the top of the Script 128 screen. They display information about the processing being carried out by Script 128, its current modes, the name of the document in the computer's memory, and the cursor position.

TABS

Selected positions in the text area to which the cursor may be moved using the Tab commands or by pressing TAB or F7.

TEXT AREA

The area on the screen in which documents are held when they are being created, edited etc. Script 128 has two text areas.

TEXT WIDTH

The width of the text area in which your document is held. This can be any value from the number of columns displayed by your monitor up to 240.

VARIABLE MARKERS

A marker in a merge document. When data is inserted into the merge document, from the merge list or directly, the variable marker opens up to accommodate however much information is being inserted into it.

WORDWRAP

The text entry mode that takes words that would otherwise be split at the right hand side of the screen and places them on the next line so that they are not split.

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PERSONAL COMPUTER

128
BUSINESS
APPLICATIONS

Script 128 is the intelligent, fully professional word processor for your Commodore 128. It offers you all the usual advantages of word processing — cut and paste editing, mail merge, tabs, search and replace, print preview — plus other advanced features such as an arithmetic function for totalling rows and columns, a second text area, wordwrap, 80 or 40 column display, and customized printer output with programmable options.

Script 128 is useful for all types of user:

- * For those running small businesses it offers arithmetic functions combined with powerful text editing features
- * For students who have to write and revise fast and accurately
- * For those in accountancy Script 128 offers an interactive calculator, row and column arithmetic, a 'column move' facility
- * For database and spreadsheet users who want an integrated word processor
- * For companies requiring a mailing facility for sending personalized standard letters to customers
- * For sales people, secretaries and office workers of all kinds who are looking for ease of use and efficiency

Script 128's powerful features include:

- * Menu driven operation throughout — with shortcut command options for time saving
- * Professional standard features including block cut-and-paste, insert and typeover, full search and replace
- * Print preview providing instant feedback on layout changes
- * Layout options including centring and justification, bold and underlined text, headers and footers, and variable auto page numbering
- * Menu explanations and help screens
- * Math facilities including an interactive calculator, row and column arithmetic, auto-number tab storage, column moving and up to 240 column editing screen
- * Two text areas in 128k machines, allowing two separate documents to be held in memory simultaneously
- * Support for all main printer types, and customizing to suit individual user's printing requirements

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