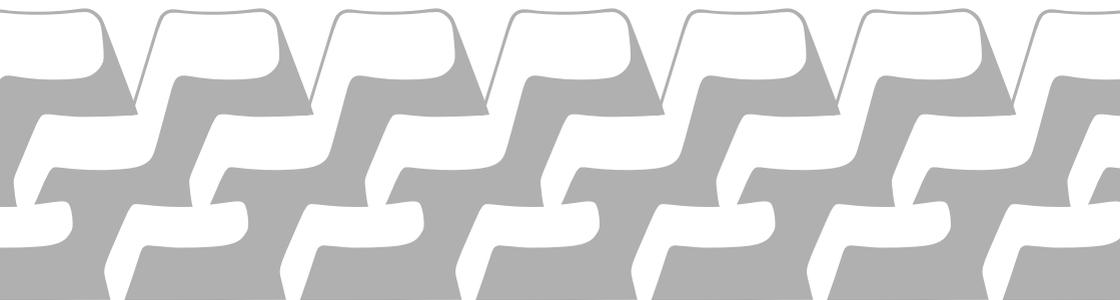


Precision  
Software

*Superscript*<sup>TM</sup>

**The Word Processor  
for your  
Commodore 64**



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Superscript was created by Simon Tranmer and modified to run on the Commodore 64 by Tom Cranstoun. The original Superscript manual was written by Dr. Bruce Hunt and edited by Valerie Challis. The manual was created with the Superscript word processing system.

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## **Your Superscript Package**

Your package comprises one manual and one disk. The label side of the disk contains Superscript and the Superscript Master Dictionary (UK and US versions), from which you create your own working dictionary. The reverse side of the disk is a backup.

## **Quick Start**

Experienced users may wish to skip the beginners' instructions. (1) Switch computer on, insert Superscript disk, and type 'LOAD"SS",8,1' press RETURN, and wait. (2) At Start Up menu, insert any formatted disk if you have a Commodore Dot Matrix printer. For any other printer, or to make a new disk -- check manual instructions for set up. (3) With working disk in place, press Return. When EDIT screen appears, start work. F1 accesses menus, F3 exits menus.

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Superscript disks are copy protected. Copying them is illegal. If we find out that you have copied our program, we will take you to court. Each violation of the Copyright Act can bring a fine of up to £50,000. Keep software legal!

## **Attention - Users Upgrading to Superscript**

You can upgrade to Superscript from Easy Script (with or without the Easy Spell spelling checker). There are many similarities, and the tutorials may contain much that is known to you. Despite this, we recommend that you at least browse through the tutorials as they also contain new material.

Files, commands and dictionary disks used in Easy Script can be used in Superscript. Minimal conversion will be needed. See Appendix C for details.

## INTRODUCTION

This manual presents the Superscript word processing system in different ways to suit individual learning preferences.

We recommend that everyone goes through the TUTORIALS. These take you through a range of Superscript activities:

- \* Loading documents from disk
- \* Using menus and commands
- \* Creating new documents
- \* Updating documents, including cut and paste editing
- \* Arithmetic
- \* Handling a mailing
- \* Obtaining screen and printed output

USING THE SYSTEM consists of three sections:

The MORE ABOUT SUPERSCRIPPT section contains information of a more advanced nature on a number of topics, such as creating tables and longer documents, the Superscript spelling checker, and taking security backups.

The DEFAULTS section tells you how to define information on setting up document layout, your own personal commands, and your printer settings. This information becomes operative as Superscript loads.

The PRINTERS section contains information about deciding and selecting your printer type, modifying your printer definition, setting your printer interface, and troubleshooting with the printer.

The REFERENCE section is a kind of Superscript encyclopedia, containing full details of all the Superscript Menu Options.

At the back we've included some useful extra information:

- \* Error Messages
- \* Glossary
- \* Upgrading to Superscript

You'll find a REGISTRATION and BACKUP DISC ORDER FORM enclosed with the package. Please fill it in and mail it -- TODAY! You must be registered to qualify for technical support and/or backup disks. Among the benefits of registration are free technical support, advance notice of new products, a chance to be considered for our new product evaluation panel, and special limited offers.

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## TUTORIAL INSTRUCTIONS

### YOU'LL NEED

- \* A Superscript system disk.
- \* A blank disk, which we'll show you how to prepare as a Training Work Disk.
- \* The Superscript tutorials.
- \* Your Commodore manual and your printer manual.
- \* Paper and pen, in case you want to make notes.

### HOW TO USE THE TUTORIALS

- \* The procedure is quite straightforward. You start with your computer turned OFF without a disk in the disk drive. You sit at the computer, read the tutorials and follow the instructions you're given.
- \* Set aside enough time for the training session so that you don't have to rush. Remember, you're 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're given. If you miss anything or get confused, go back and re-read the bits you aren't sure about.
- \* When you want to break, just stop until you're ready to go on.
- \* Don't worry about making mistakes -- most people do at first.

## TUTORIAL INSTRUCTIONS

### USING THE KEYS IN SUPERSCRIPT

In Superscript, you use certain key combinations. Throughout this manual we use the following rules, illustrated by the examples on the left, to tell you what keys to press.

- |           |  |
|-----------|--|
| 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 that the keys shown should be pressed together. For example, hold down the CONTROL key and then press Q.   |
| F1 D L    | Two or more keys separated only by a space means press the keys one after the other. For example, first press F1, then D, then L.  |
| Run/Stop  | Two names separated by a slash "/" character describes one of certain special Commodore keys, which are usually referred to by their full key names. Without the slash, such a key name would look like two separate keys. |

## **TUTORIAL INSTRUCTIONS**

### **INTRODUCTION**

Welcome to Superscript, the complete word processor for the Commodore 64 from Precision Software. The tutorials cover only the beginners level of tuition, and get everyone going with the system as quickly as possible. We've left some of the more advanced features of the program for a more leisurely learning session.

By the time you've finished the beginners level, you'll know how to type letters and print them, how to store letters and other documents on floppy disk, how to do cut and paste editing, how to use Superscript for arithmetic and as a calculator, and how to do a mailing.

Later, you can learn how to enhance the presentation of your text, use the spelling checker, set headings and footings, and use a number of more sophisticated editing functions.

The best way to learn anything is to try it out for yourself, preferably with an expert to help you. That's the idea behind these tutorials. Basically, you'll be guided through Superscript while you drive the computer. Don't worry, you won't break anything and you won't cause a disaster if you press the wrong key.

We'll be telling you exactly what to do, so just follow the instructions and remember you are in control. Just work at your own pace and take as long as you need. You'll find prompts to do various things (press a key, or turn to a page in the manual). So, try things out for yourself as we go along.

We're going to concentrate on the things you'll need to use Superscript on a day to day basis. At the end of these tutorials, you'll be all set to explore Superscript for yourself.

### **GETTING YOUR COMPUTER SYSTEM UP AND RUNNING**

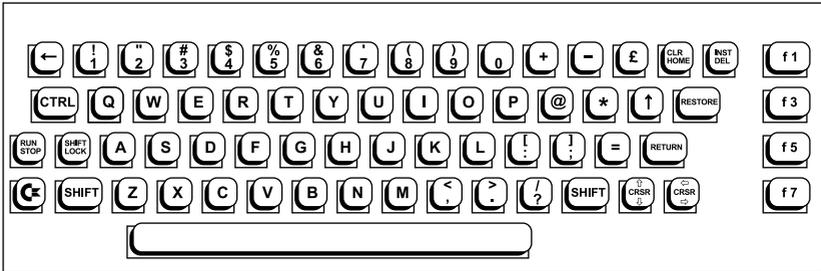
So, let's get started. The first thing to do is to check your computer system's ready. Superscript is a word processing program, so the printer's a very important part of your system. Most printers will work straight away with Superscript, but some may need a little attention. So have your printer manual handy in case you need to look something up. Stop now and check that all the components of your system are connected up and ready to switch on -- but not actually switched on just yet. Use the manual supplied with your computer if you're not sure about the connections.

## TUTORIAL INSTRUCTIONS

### SPECIAL KEYS YOU'LL BE USING

Before we start using Superscript, let's have a quick look at your keyboard.

The Commodore 64 keyboard:



Superscript uses combinations of keys for certain operations. For example, to insert spaces into the middle of a word, hold down the 'Shift' key and press the key marked 'Inst/Del.'

Nothing you press can harm the computer. One word of warning though: don't press the 'Run/Stop' and 'Restore' keys together unless you intend to. This combination tells the computer to abandon what it's doing, and you don't want to do this accidentally.

One key is very important. This is the 'F1' key. It's the Superscript **command key**. Whenever you press 'F1' Superscript prepares for a word processing command. Find this key now, as you'll be using it a lot later on.

### ABOUT SCREENS

Superscript on the Commodore 64 was designed with a color monitor in mind. It's not essential to have one, but if you don't, then obviously you won't be able to use the color facilities provided.

## TUTORIAL INSTRUCTIONS

### LOADING SUPERSCRIP

Follow these instructions for loading the Superscript program and creating a training work disk.

You'll need your Superscript PROGRAM disk and an unused BLANK disk. If you have any problems during these instructions, start again from the beginning.

1. First make sure your computer and printer are properly connected and switched ON. (It's also useful to know that you should take care to place your disk drive at least 12-18 inches from your screen, or you may get error messages.) The screen will display the Commodore copyright notice, details of your system, and the message "READY."
2. Insert your Superscript program disk into your disk drive, or drive 0 of a dual-drive system, and close the drive door. If you're not sure how to do this, refer to your Commodore 64 User's Manual.
3. On the keyboard of your computer, type:  
LOAD "SS",8,1
4. The SUPERSCRIP logo is displayed for a few seconds, then the screen border flashes while Superscript is loading into the computer's memory.
5. When it's finished, your screen will look like this.

```
MENU v071185          Superscript 64  
Copyright Precision Software Ltd 1985
```

```
Insert Existing Work Disk
```

```
Create Work Disk
```

```
Create US Training/Dictionary Disk
```

```
Create UK Training/Dictionary Disk
```

```
Use Cursor Keys To Select Option  
Then Press (Return)
```

## **TUTORIAL INSTRUCTIONS**

We are now going to continue this section of the tutorial with 'Creating Your Training Work Disk.' If you want to know more about the other options on the menu look in the **Reference** section. If you're new to Superscript, we suggest you continue with the tutorial.

### **CREATING YOUR TRAINING WORK DISK**

1. Normally you'd already have an 'Existing Work Disk' ready to put into the disk drive, but assuming you're continuing with the Superscript lessons, you want to create a 'Training Work Disk.' Once created, your 'Training Work Disk' will contain a number of documents to work with during the Tutorials.
2. Select the relevant 'Create Training/Dictionary Disk' option by pressing the 'Cursor Down' key twice. You'll see that the highlight has moved down to your selection, so now simply press 'Return.'
3. Next you see the prompt: 'Single-Drive Dual-Drive.' Press 'Return' if you have a single-drive system. If yours is a dual-drive system, use the 'Cursor Right' key to move the highlight onto 'Dual-Drive' and press 'Return.' Now follow the appropriate set of instructions below.

### **Single-Drive Systems**

4. A prompt appears: 'Insert Program Disk.' You've already got the program disk in the drive so just press 'Return.' Straight away Superscript shows 'Reading' on the top line while it loads up the necessary information from the program disk.

Superscript now has to copy a lot of information from the main program disk on to your disk. It does this by "reading" the information into the computer's memory, and then "writing" the information onto your disk.

When the memory is full, Superscript prompts 'Insert Destination Disk.' The 'Destination Disk' is the disk that you're preparing, so remove the program disk and insert one of your own disks in the drive. Then press 'Return.'

What you see next is the Confirmation sub-menu, 'Proceed Abandon,' which is asking you to confirm that you want to go ahead. Press 'A' or 'Return' to do this. You'll hear noises from the drive -- this is normal. Wait while Superscript prepares the disk and then "writes" the necessary information on it. The top line shows 'Writing' while this happens.

## TUTORIAL INSTRUCTIONS

In a normal copy cycle you may have to go through the 'Read' and 'Write' process several times depending on the amount of data to be copied. Don't worry, Superscript leads you through this with prompts.

After the last 'Insert Program Disk' prompt, Superscript automatically reloads.

5. When your 'Training Work Disk' has been created, Superscript is reloaded automatically, then you are prompted 'ENTER Printer Type.' Select your printer definition type from the list below.

### Printer

CBM Dot Matrix  
CBM Daisywheel  
Epson  
Diablo  
Qume  
Juki  
NEC Spinwriter  
Ricoh 1600S

### Printer Type

cbm dot matrix  
cbm daisywheel  
epson  
diablo  
diablo  
diablo  
spinwriter  
spinwriter

If your printer falls within one of these categories, key in your 'Printer Type.' If your printer is not listed here, we suggest that you type in 'epson' so that you can continue with the tutorial. Where there are instructions to print, there are also alternative instructions for those unable to print, and you should follow these. You can work out how to find the correct definition of your printer with the help of the **Printers** section in your manual, when you have finished the tutorial.

Superscript takes the settings for the printer you specified from the program disk, then prompts 'Insert Destination Disk.' When you place your new training disk in the drive and press 'Return,' the information about your printer is placed on the Training Disk in the "defaults" file.

When the process is finished, Superscript returns you to the Start Up menu.

6. Now you want to select the first option on the Start Up menu. You already have an "existing work disk" in the disk drive -- the Training Disk is just a specially prepared ordinary work disk. So press 'Return,' confirm the printer type by pressing the space bar and Superscript displays the edit screen.

## **TUTORIAL INSTRUCTIONS**

### **Dual-Drive Systems**

4. A prompt appears 'Insert Program Disk in Drive 0.' Your program disk is already in the correct drive, so just press 'Return.'
5. Next you see the prompt: 'Insert Blank Disk in Drive 1.' Place the disk that is to be your Training Work Disk in the other drive and press 'Return.'

Superscript shows 'Wait' while all the relevant information is copied across.

6. When your Training Work Disk has been created, you are prompted 'ENTER Printer Type.' Key in your printer type (see the description of 'Single-Drive Systems' above for the list of printer types available, and what to do if yours is not among them.) Superscript takes details of the printer and the necessary printer settings from the program disk and places them in the "defaults" file on your Training Work Disk.

When the process is finished, Superscript returns you to the Start Up menu.

7. Now you want to select the first option on the Start Up menu. Your 'existing work disk' -- the Training Disk is just a specially prepared ordinary work disk -- is in drive 1 at the moment, so take out your program disk and place your Training Disk in drive 0, then press 'Return.' Confirm the printer type by pressing the space bar, and Superscript displays the edit screen.

That completes loading Superscript and creating a Training Disk. Now to continue with the tutorial.

**WHAT IS A WORD PROCESSOR ?**

You're ready to learn word processing. For anyone who doesn't know, word processing is rather like typing with a TV screen instead of paper. The bonus is you can change your letter and reports around very easily, and keep them neatly stored on a floppy disk. Of course, there are some things to learn to make life easier. So let's get going.

**THE EDITING SCREEN**

In front of you is a screen. This is your Editing screen, where you type in your documents. It's got some special lines at the top that Superscript uses to communicate with you. The top two lines are called Status Lines, because they tell you what's going on all the time.

On the left you'll see 'EDIT' to show that Superscript is ready to accept your typing. In other words, that's Superscript's 'Activity Indicator.' And when you move on to do something else, this prompt will change.

At the right of the first Status Line are the line and column counters, 'L' and 'C.' These show the position of the cursor, that's the small flashing square that's at the top left of the screen. It's like the tip of your pen, showing you where the next letter typed will appear.

You use the cursor arrow keys to move the cursor around the screen. There are some other indicators on the first Status Line, these are explained later on.

At the right of the second Status Line is a message 'f1 for Menu.' This is a reminder of the key you use to enter commands. You'll be using this soon.

Below the Status Lines is the Tabs Line. The slashes on this line show the tab positions, which are usually set at 10 column intervals.

Below the Tabs Line there are 22 lines for typing on. When the cursor gets to the bottom of the screen the rest of your document appears as you move the cursor on down. You can move around the text of your letter very quickly and across the screen you have 40 columns to type on. This screen is just a window. You can work on much larger documents if you need to.

## TUTORIAL ONE

### LOADING A DOCUMENT

Let's see what a word processed letter looks like. We've included some examples on your disk. Getting a document from the disk is called 'Loading' a document, so we'll 'Load' our first example letter now.

Press the 'F1' key once. You'll see that the word 'EDIT' disappears, and two lines of words appear at the top of the screen. The Tabs Line is replaced with a 'Help Message' line, which gives a short explanation of the command that's highlighted in the lines above.

Those two top lines of words are your main menu of Superscript commands. You use them to review and select the various functions you need for word processing. We'll be spending a lot of time using this menu, but for now, we'll just use it once quickly, and you'll see how it works. If anything goes wrong, such as pressing the wrong key, for example, and you find yourself looking at an unfamiliar part of the program, you can usually get back to the regular 'Edit' mode. You do this by holding down the 'Control' key and pressing the letter 'Q' once. That's called 'Control-Q' for "quit."

As you look at the main menu, the first command, 'Go,' is highlighted. Find the cursor arrow keys, and press the 'Cursor Right' key four times. Each time you press the key, the next command is highlighted. You're now on the command 'Document.' We want to use one of the 'Document' commands to load our document, so now we're on 'Document' you can press 'Return.' Do that now.

You'll see that Superscript has replaced the rows of commands you were looking at, the main menu, with some different commands. This is the menu for all of the 'Document' commands. If you like, it's a "sub-menu," one of a second level of menus that you can reach only from the main menu.

Again, the first command, in this case 'Load,' is highlighted when you select the menu. This time 'Load' is the command you want, so there's no need to move to another command. To select 'Load,' press 'Return' now. You'll see the prompt 'ENTER Document Name.' If you know your document name you can type it in and press 'Return' but in this exercise let's use Superscript's disk checking facilities. Press the space bar once, and wait while Superscript finds the Table of Contents, or 'Directory,' of your disk.

After a few seconds a list of names appears on your screen, with the top one highlighted. The names are the names of the documents on the disk. You can use the cursor arrow keys to move the highlight onto a different name. Do this now, press the 'Cursor Down' key until the name "first letter" is highlighted. Then press 'Return.' This signals Superscript to load the highlighted document, so wait a few seconds until the screen is filled with the text of the document you've just chosen.

**HOW SUPERSCRIFT WORKS**

**Editing**

Now you're looking at a typical Superscript letter. It doesn't look exactly like a printed page yet, and you can see some unfamiliar characters on the screen, on the blank lines. Superscript does its work in two stages. The first stage of Superscript's work is Editing. You type in the text of your letter, or other document, on the screen you're looking at, that's the Editing screen. Your screen has 40 columns, which means that you can type 40 characters on any line, although you can make lines longer if you wish. While you type, you can include any commands you need to set margins, start new pages, print page numbers, and so on. Often, you don't need to include any of these commands. This is because Superscript always starts up with some settings for margins and so on, which you can't see right now but which Superscript remembers. So you only include instructions or commands when you want to change Superscript's own settings. We'll come back to this later.

**Viewing or Printing**

The second stage of Superscript's work is printing. This is when Superscript uses its own settings, and any extra ones you've included, to lay out the printed page exactly as you want it. One nice thing about Superscript is that you can preview your printed page on the screen. (We call this Viewing.) This saves time and paper, and makes changing your layout a lot easier and quicker. So, when you're satisfied with the text you've typed, you select your preview or print commands from one of Superscript's menus.

When you view a document, it's margins will be those that you set up in your document, if you didn't set any up then Superscript will automatically show you the layout in 30 columns. So, the way you view a document has nothing to do with how you edit it; you can edit in 40 columns, and view in 80 columns if you haven't defined any other margins. Or, you can edit in 60 columns if you wish, and include commands that would let you view in 120 columns.

If the document you are viewing is wider than the screen, then moving around the document is very simple. But you'll learn more about that later.

We've just explained the way Superscript works. Remember, it does its work in two stages. First, you type in the text, including any special commands to vary the layout. Second, you print your documents, and Superscript acts on any layout commands it finds in the text, plus its own automatic settings, to produce a printed page. And, you can always view your work and layout settings at any time.

Now, let's return to your example letter.

## TUTORIAL ONE

This letter is the first in a series of letters and other documents that we're going to use to illustrate many standard word processing activities. Read through the letter on the screen, using the 'Cursor Down' key to bring the lower part of the text into sight.

### VIEWING A DOCUMENT

To learn Superscript properly, you have to print a document. So you need to make sure your printer's properly connected. To do that you'll instruct Superscript to print the letter you're looking at now, and check whether you get the right results. But first, let's use Superscript's print preview command, to check exactly how the letter will look when it's printed.

Press the 'F1' key. The main menu appears on the screen. Press the 'Cursor Right' key three times, until the command 'Print' is highlighted. Now press 'Return.' You'll see the 'Print' sub-menu appear. This has several commands on it, but the one you want is already highlighted, so you don't need to press the cursor keys.

Get ready to press 'Return,' but keep your eyes on the screen. Press 'Return' now. As you watch, Superscript strips away the unfamiliar characters and presents the letter with its left margin inset by a few columns. As there are no commands in the letter to let you view in 40 columns, you are viewing in 80 columns so the text runs off the right edge of the screen. To look at columns 41-80, use the 'F7' key to tab across 20 columns at a time, or you can use the 'Cursor Right' key. If you press 'Return' the display will go back to the left margin.

To keep you aware of what's happening, Superscript shows the word 'VIEWING' on the first Status Line, and changes the counters at the top right to tell you which page you're on (that's P), and which copy you're viewing (that's the 'X'). Notice there's no cursor, because you only need the cursor for editing.

Later on, you'll learn how easy it is to change the margins of Superscript documents. Right now, notice that there's a difference between what you're looking at -- the letter as it will be printed -- and what you were looking at a moment ago -- the letter as it was first typed in. Complete your viewing of this letter by pressing the 'Cursor Down' key until the last line of Mr DuDaire's letter, "Urban Explorers Association," is visible. Do this now.

Now return from the Viewing screen to the Editing screen. Press the 'F3' or 'Run/Stop' key and the Editing screen re-appears, with the cursor positioned at the end of the letter, since it marks your position when you left Viewing mode.

PRINTING A DOCUMENT

Now you're going to have a shot at hard copy printing. Most people's printers will be set up correctly by Superscript when it creates a Training Work Disk. A few may not, but we've arranged this tutorial so that you can carry on successfully even without a printer. We'll explain more about this in a minute. Press the 'F1' key to show the main menu, then the cursor right arrow three times, so that the 'Print' command is highlighted. Press 'Return.' The 'Print' sub-menu appears. Move the cursor along to the word 'Print' again. Look at your printer. Does it have a sheet of paper with the top about 1 inch above the print-head? Is the paper aligned to column 1 on the printer platen scale? And is the light on that shows the printer is on-line or ready to go? If not, fix the paper and light now.

When you're ready to go, press 'Return.' Your printer should leap into action, delivering a copy of the letter you've been looking at.

OK, if your printing worked fine, you can carry right on. If your printer didn't work you can either carry straight on with the tutorial and just view your documents, waiting until later to fix the printer problem, or you can turn to the manual section called **Troubleshooting with the Printer**. We suggest that only people who know about printers stop now. If you're new to word processing, carry right on.

If your system has "hung," so that there's no cursor flashing and neither 'Control-Q' nor any of the other keys register, you can still carry on. Hold down the 'Run/Stop' key and press the 'Restore' key. This should return you to the Edit screen. If it doesn't, switch off and reload Superscript as you did before.

Now you're going to learn how to type a letter with Superscript. First, you need to clear out the text area. Even if you've had to reload Superscript from scratch and don't have a document in memory, go through this command now to make remembering easier.

CLEARING YOUR WORK AREA

Press the 'F1' key to show the main menu. Press the 'Cursor Right' key once to move the highlight along to the 'Erase' command. Press 'Return,' and you'll see the 'Erase' sub-menu appear. Most of these useful commands explain themselves, but get used to reading the Help explanations on the third line. By the way, these 'Erase' commands only work on the text in memory -- they can't affect a document stored on disk. Now move the cursor along, one command at a time. Although the commands are on two lines, this doesn't matter because the highlighting will move around automatically. Stop when you get to the word 'All.'

## TUTORIAL ONE

### CONFIRMATION SUB-MENU

Now press 'Return.' You'll see a further sub-menu appear. We call this the Confirmation sub-menu, and its asking you to decide whether to go ahead with this command or not. Superscript presents the Confirmation sub-menu whenever there's a chance that you might destroy text by mistake, and whenever a command involves a 'Proceed or Abandon' choice.

The command 'Proceed' is highlighted. Press 'Return,' and Superscript erases all the text on the screen. Of course, you could get another copy of this letter from the original on disk at any time. Remember though, you can only get text back if you've already got a copy on the disk. You'll learn how to put your own documents on disk in a few minutes.

### TYPING IN YOUR LETTER

#### The Paragraph Marker

Now you're ready to start typing. Put in a couple of blank lines by pressing 'Return' twice. You'll see one of Superscript's special characters appear. This is the **paragraph marker**, and Superscript puts it in any time you press 'Return' when there's no text to the right of the cursor. Superscript uses the markers during printing, to tell it how to print out the text. The need for markers means there's a Superscript rule to remember: **never leave a completely empty line**, or you may confuse the layout. If you want blank lines in your text use 'Return' to insert a paragraph marker -- don't use the 'Cursor Down' key. Note that down now, to fix it in your mind: never leave a completely empty line.

#### Exercise 1

In a moment, we're going to ask you to turn to the exercises at the end of the tutorials and type in the letter shown in Exercise 1, just as it appears. Turn to Exercise 1, and look at the letter. You'll see that the writer has put in the paragraph marker wherever there's a blank line, and at the end of any line that's shorter than the full line length. It does not appear in the middle of paragraphs. This is exactly how you will learn to use the marker. Now type the letter, pressing 'Return' whenever you see a representation of the paragraph end marker. **Don't** press 'Return' as you approach the right hand edge of the screen -- Superscript takes care of that automatically, as you'll see if you watch carefully.

**Correcting Mistakes**

Type carefully. If you make a mistake, here's how to correct it: use the cursor arrow keys to move the cursor onto the first character that's wrong, then type over the mistake. If you need to insert a space, hold down the 'Shift' key, and then press the 'Inst/Del' key. The 'Inst/Del' key on its own removes the character to the left of the cursor. When you've finished correcting, carefully reposition the cursor at the end of the text, and continue typing. If you make any errors you can't correct easily leave them in. We'll be showing you how to make changes later. Off you go.

**EDITING YOUR LETTER**

Right, your cursor should be at the end of your letter in column 1. You've written your letter, but as usual it's not quite perfect. You want to change one or two things around.

**Moving the Cursor**

We'll start by moving the cursor around in your document. Press the 'F1' key, and then press 'Return' to select the 'Go' sub-menu. Here are a number of commands for moving the cursor. Review the meanings of the commands by highlighting each one in turn and reading the 'Help' messages. Do this now.

When you get to the command 'Right,' press the 'Cursor Right' key again and the highlighting moves to 'Number' on the second line of commands. Now keep going and when you get to 'Previous,' press the 'Cursor Right' key once more. Then the highlighting returns to the beginning of the first line. You see, the list is like a loop, and you can go round it as often as you like, in either direction.

When you've got 'Start' highlighted again, press 'Return.' Your screen changes instantly, and you can see from the line and column counters that your cursor has gone to the start of the text. So this illustrates the 'Go' commands, which all change the position of your cursor in the text. Let's try another. Press the 'F1' key, and 'Return' again for the 'Go' sub-menu. Highlight the 'Number' command, and press 'Return.' Superscript asks you for a line number. Type '13' and press 'Return.' The cursor appears on line 13.

**Erasing Text**

Now we're going to start making changes to the text.

Let's change the word "amaze." To do this, you have to get the cursor onto it. You could just hold down the cursor right arrow, but there's a quicker way. Find the 'Control' key. Hold it down and press the 'E' key four times.

## **TUTORIAL ONE**

You'll see the cursor skip right word by word. The 'Control' and 'W' combination skips left a word at a time. You can try that later.

Right, you're on the word "amaze." You're going to erase the phrase "amaze us," then insert a new phrase. Press the 'F1' key, and highlight the 'Erase' command. Press 'Return.' Move the highlight onto the command 'Word,' and press 'Return.' Look at the text. The word "amaze" has vanished, and the text has closed up automatically.

### **Repeating Commands**

Now you're going to learn, in passing, one of Superscript's most useful commands, the 'Repeat' command. This is done with one of the 'Control' key commands, 'Control-R.' Hold down the 'Control' key at the left of the keyboard, and tap the letter 'R.' You may have noticed a flash at the top of the screen. That was Superscript going through your last menu selections as fast as it could. And the 'Erase Word' command has removed the word the cursor was on, "us," and the exclamation point following it.

So, 'Control-R' repeats the last menu selection.

If you typed the letter in exactly, the word "the" is now split over two lines. This doesn't matter at all, as you'll soon see.

### **Inserting Text**

You need to insert some new words into the text. You can do this without having to retype existing text at all, by setting Superscript's 'Insert' mode. Press the 'F1' key, and highlight the 'Set' command. Press 'Return,' and you'll see the 'Set' sub-menu. These commands can change some of the basic conditions you're working within. Make sure the command 'Insert' is highlighted, and press 'Return.' You've now switched the 'Insert' mode on. You return to normal editing, and if you check the Status Line at the top of the screen you'll see that next to the 'W,' an 'I' has appeared. These letters are there to remind you which work conditions are operative. Right now, you've got 'W' for 'Wordwrap' on, that's what we call the way Superscript deals with the end of lines, and you've just set 'Insert' on, so you can insert words without overtyping on the text you want to keep.

You may also have noticed that the word "the" is no longer split across two lines. This is also to do with 'Insert,' it will tidy up the paragraph you're working on if any of the words are split. Now type in the words "turn me on," following them with a period and a single space, and you can see how the 'Insert' command works.

**Reformatting Text**

While using the 'Insert' command we've pushed over the text and so split the words "Clarence" and "and," but you can fix this by holding down 'Control' and pressing 'X.' Do this now. It's another way of using 'Wordwrap' to tidy up any split lines in the document.

That's it, you've made your first change to a Superscript document.

**Inserting More Text**

Next, you're going to add words to the end of a line. Use the cursor movement keys to get to the line that reads "4-6 suction cups & straps," one space to the right of the paragraph marker. Type in the following words, without worrying about the movement of the text on screen: (these are for Clarence's knees and elbows). Use the 'Inst/Del' key here if you want to fix a typing error. Remember to place the cursor one position to the right of the character you want to delete.

Pause and look at the screen. You can see that as soon as you typed the first parenthesis, Superscript removed the paragraph marker. So, all the text from column 1 of that line to the paragraph marker at the end of the next line became one paragraph. Now, because Superscript was still in 'Insert' mode -- check the 'I' visible on the Status Line -- when you started typing, Superscript had to treat both lines as one paragraph, and move the second of the two lines out of position. So, you can learn from this that 'Insert' mode affects all the text between where you're inserting and the next paragraph marker.

**Tidying Up Your Document**

Let's tidy up the text. First, press 'Return.' This puts in the necessary paragraph marker for line 20, and moves the cursor to line 21. Press the 'Cursor Right' key until you're under the "4" two lines above. Now you can pull the text back into position with a single command that erases all the spaces between the cursor and the next character over on the right. You can think of spaces as characters, just like letters. Let's do it. Press the 'F1' key, highlight 'Erase;' and press 'Return.' Now highlight the 'Word' command and press 'Return.' When you look at the screen you'll see that Superscript has completely tidied up the text.

Now make another change to the text, this time on your own. Find the phrase "eating lunch" in the next paragraph. Move the cursor down onto that, and replace the words "eating lunch" with the words "spending the night." You'll do this by: one, moving the cursor to the "e" of "eating lunch;" two, erasing the first unwanted word; three, using 'Control-R' to repeat the last command; and four, typing the new words. Remember, you're replacing "eating lunch" with "spending the night" -- don't forget the period and the following space. Do this now.

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If you've done that successfully, you're probably gaining confidence. Let's make three more small changes to your letter, and then we'll move on to something different.

### **Switching Off Insert Mode**

First, switch off 'Insert' mode. You do this with exactly the same command you use to switch it on -- like pressing a button. So press the 'F1' key, highlight the 'Set' command, and press 'Return.' As 'Insert' is the first command it's automatically highlighted. So all you have to do is press 'Return' again. Look at the top Status Line, and you'll see the 'I' indicator has disappeared, telling you that 'Insert' mode is no longer operative. By the way, you can switch 'Insert' mode on and off with 'Control-V' as well, which is slightly quicker.

### **Splitting a Paragraph**

Next, we want to break up the paragraph we were editing, and start a new one at the phrase "Another question." Move the cursor to the "A" of "Another."

Now use one of the 'Control' key commands to force the text down onto a new line. This is 'Control-N.' Hold down the 'Control' key and press 'N' once. The line seems to disappear, but it's just moved down one, putting the word "Another" at the start of the next line. Now press 'Control-N' again to make a blank line.

### **Further Editing**

The last three changes are in the final paragraph. That's two paragraphs away from where you are now. Use a new combination to move the cursor quickly. Hold down the 'Control' key, then press the 'P' key four times. This command skips paragraphs downwards.

The combination 'Control-O' makes the cursor skip paragraphs upwards. You can try that later.

Now use the 'Cursor Down' key to get on to 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. Do this now.

Last of all, correct the error in the word "nottify" on the next line. You can do this by yourself.

**Reformatting Your Letter**

Now you're almost ready to store this letter away on disk, and of course to print it. First, tidy up any split words, just to make the letter more legible. This is another 'Control' key command, remember? Hold down the 'Control' key, and press 'X' once. Superscript moves the text around a bit to get rid of the split words, using 'Wordwrap' to move them down to the next line.

**Naming Your Letter**

Next give your letter a name. Press the 'F1' key to show the main menu, highlight the 'Document' command, and press 'Return.' You'll see a list of commands that control most of the things you'll want to do with your documents and disk files. Highlight the 'Name' command, and press 'Return.' Superscript prompts you to 'ENTER Document Name.' Type in "my letter," and press 'Return.' You've now assigned the document you typed a name, which you'll see displayed on the left of the second Status Line. You're going to use this name in your last operation, which is to store your letter safely on your disk.

**Filing Your Letter on Disk**

Press the 'F1' key once more, and again highlight 'Document,' and press 'Return.' Move the highlight onto the 'File' command, and press 'Return.' You'll see the name you gave, "my letter," offered as the name to save the letter under. If you wanted to, you could alter, add to, or completely retype this document name. But you just want to accept it as it is, so press 'Return.'

Superscript shows 'PROCESSING' on the first Status Line, and the disk drive whirrs with the drive light glowing red. When 'PROCESSING' changes to 'EDIT' the cursor starts flashing again. This signals that the filing command has worked all right.

**A SUMMARY SO FAR**

Well, you've finished your first word processing lesson with Superscript. Let's check some of the things you covered. You can use the keyboard to repeat cursor commands, but don't make any changes to your document as you'll be printing it in a minute or two.

**Loading Superscript, and the Status Lines**

You learned how to load Superscript, how to prepare a disk to keep your work on. You saw that with Superscript, you have a 22 line Editing screen, which automatically handles longer documents. You learned what the Status Lines at the top of the screen are for, showing you what main mode you're in, like 'EDIT' or 'VIEWING;' what conditions are operative, like 'Insert' mode or 'Wordwrap' mode; and

## **TUTORIAL ONE**

how the line and column counters show where the cursor is within the document.

### **Menus, Commands, and Help Messages**

You had lots of practice at using Superscript's menus of commands, using the 'F1' key to show the main menu, the 'Cursor Left' and 'Cursor Right' arrows to highlight commands, and 'Return' to execute them. You saw how the 'Help' explanations always keep you informed of what you're doing.

### **Loading, Editing, and Viewing a Document**

The first operation you did was to load a sample document, view it as it would be printed, and then actually print it. One thing emphasized was the way Superscript works in two steps -- one for typing in or editing, and one for viewing and printing the document laid out with the appearance you set for it.

### **Clear Memory, Typing, Paragraph Markers, and Cursor Movement**

Next you erased the example letter and typed in your own, using paragraph markers only where necessary. You learned several of the cursor movement commands, using both the menus and the 'Control' with letter key combinations.

### **Erasing Words, Inserting Text, Splitting a Paragraph, and Control Commands**

You learned about erasing words and inserting text to make changes. You deliberately rearranged a couple of lines, then straightened them up quickly and easily. You learned how to split a paragraph into two, overtype text, and use the 'Inst/Del' key. You used the special 'Control' key commands: 'Control-R' to repeat the last command, 'Control-N' to create a new paragraph and insert a paragraph marker, and 'Control-X' to tidy up or "reformat" your document. Then there's 'Control-E' and 'Control-W' to move the cursor forward and back a word, and 'Control-P' and 'Control-O' to move the cursor forward and back one paragraph.

### **Name and File Your Document**

Finally, you gave your document a name and filed it away safely on disk.

**PRINTING YOUR DOCUMENT**

Now let's print your letter to end the session. Make sure there's paper in the printer, and that the ready light is on. Press the 'F1' key, highlight the 'Print' command and press 'Return.' If your printer didn't work before, press 'Return' again to 'View' the document. If your printer did work, highlight the 'Print' command, and press 'Return.' You should see your letter appear at the printer. If there's a problem with the printer, check the **Troubleshooting with the Printer** section. If all goes well -- take a break.

**FINISHING THE SESSION**

Clear your screen first. If you didn't print, interrupt the Viewing screen with 'Control-Q.' You can also use 'F3' or the 'Run/Stop' key, but 'Control-Q' is often used to 'quit' an activity, so use this now. You can look the others up later. Then press 'F1,' and highlight the 'Erase' command. Press 'Return.' Move the cursor to the right until the command 'All' is highlighted, and press 'Return' again. You'll need to press 'Return' once more to confirm the 'Proceed' command, so do this now. Then remove your disk, and switch off the system.

## **TUTORIAL TWO**

### **INTRODUCTION**

Welcome to Tutorial Two. We're going to explain three of Superscript's most often used functions: cut and paste, arithmetic, and mail merge.

Before we begin, load up Superscript exactly as you did before, and then insert your training disk and select the 'Insert Existing Work Disk' option from the menu.

### **CUT AND PASTE EDITING**

The first thing we're going to do is cut and paste editing. "Cut and paste" describes the process of moving entire blocks of text from one part of the document to another. This is a very useful word processing ability, and gives the writer much more control over the order of presentation in a letter or other document.

#### **Load Your Document**

Let's load up an example letter we've placed on your disk. Then you'll learn how to define a block, and move it from one place to another. Press 'F1' then press the 'Cursor Right' key until the command 'Document' is highlighted and press 'Return.' You'll see the 'Document' sub-menu with 'Load' already highlighted. You don't need to move the cursor, just press 'Return.' The prompt 'ENTER Document Name,' appears. Key in "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. The letter contains the facts, but they're not arranged as effectively as they could be. Your job is to move chunks of the text around to improve the order of the paragraphs. I'll talk you through it.

#### **Mark the Block You Want to Move**

You need to get to the first paragraph. Hold down the 'Cursor Down' key until you're on the "T" of the word "The," two lines after "Dear John." Go down three more lines. Find the 'Control' key, hold it down, and press the 'E' key three times.

You should be on the word "I'm." Now you're in position you can define this sentence as a block of text. Press the 'F1' key, then move the cursor along until 'Area' is highlighted and press 'Return,' and you'll see the 'Area' sub-menu.

The option we want from this menu is 'Block' which is already highlighted, so just press 'Return.' Do this now. You'll see the message 'Use Cursor to Mark Block.' Now you can use the 'Cursor Right' or 'Cursor Down' arrow to highlight a block of any size. You

can't define a block upwards or leftwards from this starting position.

Mark the sentence by holding down the 'Cursor Right' arrow until the flashing cursor is on the space after the exclamation marker on the next line. The flashing cursor is not part of the block. Now, press 'Return.' The highlight vanishes. But Superscript knows and remembers the exact dimensions of the block you traced out -- we call this the "current block." You can move or repeat the current block, or use other 'Area' commands on it.

**Move the Cursor to the New Position**

Next, you're going to move to the start of this paragraph. Hold down the 'Control' key and press the '0' key once. Then press the 'Cursor Down' key once. You're going to move the block you defined to this position, making it the first sentence of the letter. Everything else will be moved down to make room.

**Move Your Block to the New Position**

Press 'F1,' select 'Area,' and press 'Return.' This time, you want to move the block, so you'll need to select 'Move' and press 'Return.' Keep your eyes on the screen and do this now. You can see that Superscript has not only moved the sentence, it's rearranged the original paragraph.

**Tidy Up Your Document**

All you need to do now is make this first sentence a paragraph. Hold down the 'Control' key and press 'N' once. This forces 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.

**Mark a Second Block**

Now we'll continue with improvements to the letter. Your next job is to mark the next two paragraphs as a single block, and move them down below the third paragraph. Hold down 'Control' and press 'E' twice to move to the word "The." As before, use the 'Area Block' command to start defining the block. That's 'F1,' select 'Area,' press 'Return,' and then select 'Block' and press 'Return.' Move the cursor down until you've defined your current block to include two whole paragraphs and the blank line after the second one.

The cursor should be on the word "Hand." If it's not, use the cursor to put this right and press 'Return.'

## **TUTORIAL TWO**

### **Move the Cursor and Then the Block to the New Position**

Now, to go down one paragraph, hold down the 'Control' key and press the 'P' key once. Use the 'Cursor Down' arrow to go down one more line. Move the block you just defined to this position, again using the 'Move' command on the 'Area' menu, so press 'F1,' select 'Area' and then 'Move.' Don't forget to press 'Return' after selecting each menu option.

### **How Your New Document Should Look**

Done? You should have the cursor in column 1, two lines below the word "up." The blocks have been moved around so the order of paragraphs is "I'm afraid...," "Hand, elbow, knee...," "The Urban Explorers...," and "Frankly..." Check this with the cursor keys. If this is what you have, that's good -- you've achieved some cut and paste document editing. The letter is more effectively arranged like this. If you made a mistake, you may want to go through this section again.

### **Reformat Your Document**

The last job is to remove any split words from the Editing screen. You've done this before, so hold down the 'Control' key and press 'X.' Superscript very quickly tidies up the text.

### **File Your New Document**

Now file this letter as a new document, so you have both this version and the original on disk. The command sequence is 'F1,' select 'Document' and press 'Return,' and then 'File' and press 'Return.' You can now see the original document name but you need to change this to create a new document so press the 'F3' key once, to clear the entry, then type "fourth letter." Do this now, and press 'Return.'

Good, you've now used some of the other menu options, re-arranged a letter and filed it under a new name.

## **ARITHMETIC**

The next part of Superscript we'll look at is the arithmetic. Although Superscript does not work like a spreadsheet, it has powerful mathematical features. We'll use them to finish off a financial statement for the Urban Explorers Association, a document that already exists on your disk.

**Selecting Menu Commands by Initial Letter**

But first let's learn a new way of using Superscript's menus.

So far, when you've wanted to use a menu command, you've first pressed the 'F1' key, then moved the cursor to highlight the desired command, then pressed 'Return.' The other way of using the menus is similar, but faster. You still have to press the 'F1' key, but instead of using the cursor keys, you just press the initial letter of the command you want, and Superscript executes it immediately -- you don't need to press 'Return.' The commands you choose will all be executed as fast as you can type, so this can be a very quick method of control when you have enough experience to remember the commands you need.

**Clear Your Work Area**

Let's use this method now. You're going to erase all the text from your work area. Press 'F1,' then key in 'E,' 'A.' You still get the prompt to 'Proceed or Abandon' so press 'Return' to 'Proceed.' Doing things faster does mean that you have to be more careful, but Superscript still protects your work from mistakes.

**Select 80 Column Text Width**

So far in these tutorials, you've looked at and edited ordinary documents using 40 columns.

The next thing we're going to do is work on a table, and as most useful tables will be more than 40 columns, you must widen the area that you work in. You must do this before you load the document, so first press 'F1.' Then select 'S' for 'Set' and 'T' for Text. You'll see the prompt 'ENTER New Textwidth.' Type the number "80" and press 'Return.' This means that your lines will each be 80 characters long which will make working on your table much easier.

**Load a Table**

Now let's load up the document you're going to be working with. Press 'F1' then key in 'D,' 'L,' and tap the space bar. Superscript shows the list of documents on the disk. Use the 'Cursor Down' key to highlight "statement" and press 'Return.'

The cursor should be at line 1, column 1 of the document. Look at the document for a couple of minutes. It has two columns of figures and one of descriptive items although you can't see all of it. Use the cursor arrow keys to move around the table. Try that now. Especially the 'Cursor Right' and the 'F7' keys to look at the part of the table to the right of what's currently on the screen. Pressing the 'Return' key will take you back to column 1 of the next line. You are going to add another column of figures on the right, and then do some automatic adding up of lines and columns.

## **TUTORIAL TWO**

### **Set a Numeric Tab**

First, you need to set a numeric tab for your new column of figures. Look at the Tabs Line. The tabs are different from before, because Superscript always remembers the tab positions for a document, and sets them when the document is loaded. The tabs you had before were "standard" tabs, for letters. Those were represented by the 'slash' character. The ones you're looking at now are 'Numeric Tabs,' shown by the number sign. Now let's set a tab. The first thing is to move the cursor to the new tab position. So, with the cursor in column 1, press the 'F7' key twice, then hold down the 'Cursor Right' key until the column counter on the Status Line reads 55. Then, press 'F1,' 'T' for 'Tab,' and 'N' for 'Numeric.' You'll be back in the Editing screen with a number sign on the Tabs Line to show that a numeric tab has been set.

### **Keying in Figures**

Now you've set a numeric tab, move down to the first line of the table, the one beginning with "Personnel." Use the cursor controls to move down to the "P" of "Personnel."

When you're ready to start entering figures, press 'F7' three times to tab over to the last column. If you look at the Status Line you'll see the 'N' for 'Numeric' indicator, showing that Superscript is ready to display numbers. Type in 4, 7, comma, zero, zero, zero, -- 47,000 -- and press 'Return.' That's entered the first amount. The rest of the figures are in Exercise 2, at the end of this tutorial. Enter the rest of these figures as you did just now, using 'F7' to move quickly to the right-hand column. Remember to press 'Return' after entering each amount.

Your cursor should be in column 1 of the line starting "Police Department." Move it back up to "Personnel."

### **Set a Second Numeric Tab**

Now to set up a tab for your line totals column. Press 'F7' three times, and then hold down the 'Cursor Right' key until the column counter reads 67. Set a numeric tab as you did before, with 'F1,' 'T,' 'N.' Do this now.

### **Set Decimal Places to Zero with Comma Format**

In a moment, you're going to add up each row in turn. Before you do that, we'll set the number of decimal places to zero, as we're dealing with whole numbers only. Press 'F1,' then 'S' for 'Set,' then 'D' for 'Decimals.' Key in a comma, then '0' (zero), and press 'Return.' The comma tells Superscript to insert commas into its arithmetic results.

**Add Lines Across Your Table**

Now we can add a line. The command is 'F1,' then 'C' for 'Calc,' and 'L' for 'Line.' Do this now: 'F1,' 'C,' 'L.' The number "141,000" appears.

We want to continue down the statement adding up each line. Let's use the 'Repeat' command 'Control-R' to speed up this process.

Your cursor is flashing at the end of the number "141,000." Press 'Return' to put in a paragraph marker -- this is very important. Now press the 'F7' key four times to move the cursor so that it is positioned under "141,000." Hold down 'Control' and press 'R.' You'll see that without your having to go through the menu, Superscript has repeated the 'F1,' 'C,' and 'L' commands.

Let's continue through your statement using 'Control-R' to obtain totals for the other lines. Did you remember to press 'Return' after each addition? If not, go back and put the missing paragraph markers in.

**Add Columns Down Your Table**

OK, the cursor should be on line 16 in column 1, on the word "Police." Move the cursor down until it's on the "Q" of "Quarterly Totals." Now you can use the command that adds up all the columns in the table. Press 'F1,' then 'C' for 'Calc,' then 'T' for 'Table.' Is that fast enough for you? Superscript arithmetic could put your calculator out of a job. The cursor ends up on the right of the right-hand number. Press 'Return.'

**Tidying Up Your Table**

Lastly, you should tidy up the table with some more dashes. You can do this by yourself. Move the cursor to the right end of each line of dashes, and add as many as you need, pressing 'Return' at the end of each line. Now complete the column headings. Move the cursor to the top of the right hand column, and key in the word "Totals." Again, press 'Return' at the end of the word.

**File Your Table on Disk**

Now, file the table before printing it. Give the table a new name, such as "statement 2," and file it. Remember that's 'F1,' 'D,' 'F,' then add a space and the number "2" to the existing filename to get "statement 2," and press 'Return.'

## **TUTORIAL TWO**

### **Print Your Table**

Finally, print your table. Make sure the printer is set up with paper and ready to go.

Press 'F1,' followed by 'P.' If you're using a printer use 'P' to print. Otherwise select 'V' to view the document, using 'F7' and the cursor keys to move Superscript's screen window around.

### **Summary of Arithmetic**

If you've printed out your table, that's very good. You've used Superscript's arithmetic facilities to set up numeric tabs, enter figures, and add up lines and columns -- and you have the proof in front of you.

The next operation you're going to do is a mail merge, but first let's erase your statement. Use 'Control-Q' to interrupt the Viewing screen and then press 'F1,' 'E' then 'A,' and press 'Return' to 'Proceed.' Finally, we'll set the text width back to 40. Press 'F1,' 'S,' 'T,' and when the 'ENTER New Textwidth' prompt appears, just type '40' and press 'Return.' Now you're ready to carry on.

## **MAIL MERGE**

The mail merge is in three stages. First, you write the letter that's to go to a number of different people. We'll call it the "merge letter." Second, you set up a document that contains just a list of the people's names and addresses. We'll call this the "merge list." And third, you bring the two together to produce one personalized copy of the letter for each person.

### **THE MERGE LETTER**

The first thing to do is to get the merge letter. To make life a little easier, we've included the basic "merge letter" on your work disk, so all you have to do is load it in. Use the 'Document Load' commands you're already familiar with, and load up the document called "merge letter."

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

We will be making a "merge list" with names and addresses later, but first we have two other jobs to complete.

Name Your Merge List Lines

First you have to add a checklist of the information that we'll be picking up from our name and address list to the letter on the screen. This list must be at the very beginning of the document, so make sure your cursor is on line 1 and in column 1. Press 'F1,' then 'D,' followed by 'M' for the 'Merge' sub-menu.

The command you want is 'Name' so press 'N.' Superscript prompts you to 'ENTER Line Names.' Each name that you key in here refers to one line of information that will be picked up from the name and address list later. Don't type the word "comma" but use the punctuation key.

```
first  comma
last   comma
title  comma
co.
```

You won't be able to fit any more names on this line, so press 'Return' to end the line. Then hold down 'Control,' and press 'R' to obtain the 'Name' command again. To continue with the list.

```
add1   comma
add2   comma
city   comma
state
```

Remember, no comma after "state," just press 'Return' and use 'Control-R' to start a new line. Here are the last names:

```
zip     comma
div
```

Don't put a comma after "div" -- "div" is short for "divider," and is there only to define the blank line that separates one name and address from the next.

Now press 'Return,' and Superscript places that list of names on the three lines at the top of your letter. Look at the beginning of each line. You'll see a highlighted asterisk. This is called the 'Layout' character. It's used so that Superscript 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. The "special feature" is just the list of names. Superscript doesn't ever print that. It uses the list when you print your merged letters, first to make sure it gets the name and address from the merge list correctly, and second to make sure that the name and address appears correctly in the letter.

So, the list we have just created is a kind of link between the merge letter and the merge list.

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### Place Markers in Your Merge Letter

Your next task is to mark out in the letter the positions for each item of the name and address, so the information from the merge list appears where you want it to. Let's do this now. Press 'Return' twice to position the cursor.

### First Variable Marker

Now you need the 'Merge' sub-menu again, so press 'F1,' 'D' then 'M.' This time the command you want, 'Variable,' is already highlighted, so all you have to do is press 'Return.' Do this now. We'll explain 'Variable' in a minute.

Superscript prompts you to 'ENTER Marker Name.' Key in "first" and press 'Return.' As you can see, the word "first" appears in your merge letter enclosed in parentheses and angled brackets. You've just set a 'Variable' marker. It's "variable" because the actual content and length of that marker vary from letter to letter during the merge print run. We're going to repeat the process for the other entries from our list.

Move the cursor one position to the right, press 'F1' and select 'D,' then 'M.' As 'Variable' is already highlighted, just press 'Return' to select it. Key in "last" and then press 'Return.' Press 'Return' again so your cursor is positioned at the beginning of the next line.

### Conditional Marker

The next two lines are slightly different. Some of your contacts may not have a title or a company. You don't want this to show up as a blank line on your letter, so you create a 'Conditional' marker instead of a normal 'Variable' marker. This means that the line will be printed only if there's something to print. If there is nothing to print, Superscript will close up the address automatically. So let's set up a "conditional" line. Do it just as before. Press 'F1,' select 'D' and then 'M,' but this time press 'C' for 'Conditional.' Type in "title" and press 'Return' once to end the command, and once more to move down a line. You can see that Superscript has inserted a special layout command, '\*em,' to signify that this line is not to be printed if empty. Now place the remaining names by yourself. Look at Exercise 3 at the end of the tutorials, where you'll find a list of the markers showing which are conditional and which are variable.

Remember 'Control-R' will repeat the last command used, so to save time see if you can use 'Control-R' effectively and reduce your keystrokes. If one of your markers goes wrong, position at column 1 and use the 'Endofline' command on the 'Erase' sub-menu to clear the line.

Notice that "div" is not included in the letter even though you had to have it in the \*nm line. For each "div" you define, you get one

## TUTORIAL TWO

blank line between successive sets of names and addresses in your merge list. This makes it easier to check or edit. If you look at Exercise 4 at the end of the tutorials, you'll find a picture of the merge letter. Did you press 'Return' after each line?

### Summary So Far

OK, you've set up your letter for merging. You've typed in the text, you've made your list of marker names and set the positions of the name and address markers in your letter. Now all you have to do is store the letter on disk, and we can move to the next stage.

### File Merge Letter on Disk

Press 'F1,' then 'D,' and then 'F' for 'File.' Then, press the space bar once and type "1" to change the name to "merge letter 1." And press 'Return.'

### Clear Your Work Area

Now clear out your old document with 'F1,' 'E,' 'A,' and 'Return' to confirm.

## THE MERGE LIST

You'll remember we said the merging operation was in three parts: creating a special merge letter, setting up a name and address list or merge list, and merging these two documents together. Well, you've completed the first part, creating a special merge letter. Now let's look at the name and address list part of the operation.

### Load Merge List

We've set up a name and address list for you on the disk, so let's load it up. A name and address list is a normal Superscript document in every way, except that it's only used for merging with letters, and has each piece of information on a separate line. Press 'F1,' 'D,' 'L' and then the space bar once to bring up the contents of the disk. Move the highlight onto the document name "merge list" and press 'Return.' Superscript loads the name and address list.

### Look at Sample Names and Addresses

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 you get to the last line before the next name and address, for Miranda Spinetti. This blank line is included to make this name and address list easier to read.

## **TUTORIAL TWO**

That's what "div" was for, remember? You don't have to put in a blank line here unless you want to.

But sometimes you must have a blank line. Look at Miranda Spinetti's name and address. You'll see there's a blank line in between "1266 Ridge Road" and "Newville," so there's no "add2." That's why you have conditional markers in the letter, to deal with empty lines in the name and address. Now look at the similar blank lines in Carlos Suiza's name and address.

The number of lines in each name and address must always be the same. This is so Superscript can keep track of which item in the name and address corresponds to which 'Variable' or 'Conditional' marker in the merge letter. So that's why you must have blanks whenever a line of the address is missing.

### **Adding Names and Addresses**

Now add some names and addresses of your own. Move the cursor down until you can see the first unfilled name and address, then move back up to the word "First". This is on line 31. Now type in the following, ending each line with 'Return,' or 'Control-I' if you need to remove some unwanted characters:

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

Press 'Return' once for the blank line, and the cursor should be on "First" in line 41. Can you see how having a fixed format for a name and address that you can type over guarantees that you'll always have the same number of lines in a name and address?

There are two more names and addresses to be entered. You'll find these in Exercise 5 at the end of the tutorials. When you finish you should be on the blank line following the last zip code.

### **File Completed Merge List**

Now you can store this name and address list on the disk. See if you can do this on your own. You'll need the 'Document' sub-menu, and the 'File' command on it. Change the name to "merge list 1." Do this now.

**Clear Your Work Area**

Then, use 'F1,' 'E,' 'A' and 'Return' to erase your document before going on.

**PREVIEWING YOUR MERGED LETTERS**

So, you've created a special merge letter, and you've set up a name and address list. Now you can put the two together. You must have the merge letter in memory. So use the 'F1,' 'Document,' 'Load,' command to load up the document "merge letter 1" -- that's the one you created. You're going to merge the letter with your list of names and addresses. You do this from the 'Print' sub-menu, so press 'F1,' 'P,' 'M.' If you look at the screen now you'll see the command 'Merge' has changed from lower to upper case. This tells Superscript that the operation is going to involve a merge letter, which you already have in memory, and a merge list, which you have on disk.

**The First Merged Letter**

Your print run will not actually begin until you select one of the first four commands, 'View,' Resume,' 'Print,' or 'Store.' You're going to preview before you print, so make sure that 'View' is highlighted and press 'Return' now. Superscript asks for the name of your merge list -- your list of names and addresses. This time, instead of typing the document name, press the space bar -- a list of the documents on the disk appears. Just move the highlight onto the name "merge list 1" and press 'Return.' It's useful to know that you can use this method of selecting a document here.

Superscript finds the merge list on the disk, reads the lines of the first name and address, and matches the items with the 'Variable' and 'Conditional' markers in the merge letter. Then it displays the merged letter on screen for you to check.

Remember, you're viewing in 80 columns. Use the 'Cursor Down' and 'Cursor Right' keys to view the part of the letter you can't see. Or you can use 'F7' to tab across and look at the text to the right of what you currently see on the screen. Press 'Return' to go back to the left margin. Keep going down until a highlighted line of dashes appears -- you've reached the end of the page.

**The Second Merged Letter**

Press 'C' to instruct Superscript to continue and 'View' the next letter. Superscript goes and gets the next name and address, and repeats the display. This time use the 'Cursor Down' and 'F7' keys to check the letter, then tap the space bar to move the letter quickly off the screen.

## TUTORIAL TWO

### Viewing the Remaining Merged Letters

I want you to repeat this process four times, using the 'C,' the 'Cursor Down' key or the space bar. Look carefully as the display happens to see that all the names and addresses are in the right position. When you press 'C' the 5th time, you're automatically returned to the Editing Screen. You'll also see a message 'End of Merge List.'

You should have seen six perfectly merged copies of your letter. If something was out of position, one or two things may be wrong: you may have missed out a paragraph marker. This is the most likely. Or, you may have a comma at the end of one of your \*nm lines. Or, you may have an irregular number of lines in one or more of your names and addresses. Or, you may have made a mistake in your letter by typing a marker name wrongly so it doesn't match the names at the start of the letter. If you had any errors in your merge, put them right, and preview again until its working properly.

### Printing Your Merged Letters

If the preview worked all right, you can print your letters. Make sure the printer is all set with paper in it. If you have to load single sheets into your printer manually, or you have a cut sheet feeder, then go through the selection of your merge just as before, except that this time, don't choose 'View,' choose 'Wait' and 'Print' instead. The printer will stop after each letter, giving you the chance to load another sheet or adjust your paper.

If your printer is set up for continuous printing, just select 'F1 Print Merge Print.'

Well done. You've completed the mail merge operation. When you try this for yourself later on, refer to the **Quick Guide to Mailing** in the **More About Superscript** section of the manual, which gives a step by step guide to this topic.

### SUMMARY

Finished? Well, that really is the last operation, so you can prepare to close your system down unless you have more work to do.

Let's just review the commands you've learned in this tutorial.

### Cut and Paste

You started off with the cut and paste editing. You learned how to mark blocks of text, and move them to new points in your document. So, you know how to do editing in several ways now: by moving the cursor, by inserting, erasing, and overtyping, and cut and paste editing.

Arithmetic

Next, we looked at Superscript's arithmetic feature. You loaded up a table of figures, and used numeric tabs to help you enter numbers neatly. Then you added up each line of the table, and finally you used a single command to add up all four columns.

Mail Merge

You were introduced to mail merge, setting up the two components of the operation: a 'merge letter' and a 'merge list' of names and addresses. You learned about the \*nm (name) command, and about variable and conditional markers for holding information from the merge list. After setting up the merge letter and list you did a print run of all six letters.

SO WHAT NEXT ?

So, well done, you've completed your Superscript tutorial. You should now be able to write and print letters and straightforward documents, use the arithmetic facilities, and do a mailing. This allows you to be productive straight away. When you are ready, you can look at the **More About Superscript** section of the manual, which explains some more advanced word processing activities.

One thing we definitely recommend that you look at is the manual sections on **The "Defaults" File** and **Printers**. These contain useful information for anyone who wants to learn how to set up Superscript to match their own special needs and printer systems.

So, it's time to close the system down. Remove your disk, and switch off.

## **TUTORIAL EXERCISES**

### **INTRODUCTION**

These exercises are written to help you. We advise that you use them as we'll be referring to them throughout the tutorials.

Exercise 1 in particular will help you learn about correcting mistakes. Here are some tips for correcting errors as you go. Don't worry if there are any left at the end of typing the letter, the tutorial will be telling you how to correct them.

### **Correcting a Spelling Mistake**

Use the cursor arrow keys to move the cursor onto the first character that's wrong, then type over the mistake.

### **Inserting Spaces**

To insert spaces, hold down the 'Shift' key, and then press the 'Inst/Del' key.

### **Deleting Spaces or Characters**

Press 'Inst/Del' on its own, this will remove the character to the left of the cursor.

**EXERCISE 1**

←  
←  
John Dupy←  
President←  
Super Sucker Company←  
123 Main Street←  
New York, NY 12345←  
←  
November 10, 1984←  
←  
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←

## TUTORIAL EXERCISES

### EXERCISE 2

Now you've set your 'numeric tab' position, type these figures in your statement. Remember, use 'F7' to tab to the third column and don't forget to press 'Return' after entering each amount.

42,000

3,832

7,521

11,926

36,469

6,183

1,114

12,499

## TUTORIAL EXERCISES

### EXERCISE 3

This is the list of names you typed at the top of your merge letter. In this exercise you will position each marker where you want the appropriate part of the name and address to print and set it as variable or conditional.

#### ADDRESS   MARKER

first	variable	) Place these two next to each other on the same line with one space between them.
last	variable	
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 this one space after the word "Dear."

## TUTORIAL EXERCISES

### EXERCISE 4

Now you're on Exercise 4 you should have completed the "merge letter." Does it look like this? If not, have a go at correcting it. Don't forget you can use 'Control-N' to insert a line, and 'Shift' and 'Inst/Del' to insert spaces.

```
←
←
<first> <last>←
*em;<title>←
*em;<co.>←
<add1>←
*em;<add2>←
<city>←
<state> <zip>←
←
←
←
November 10, 1984←
←
Dear <first>←
←
We hope you're in the mood for a party!←
←
The Urban Explorers Association is
happy to announce a grand celebration
on the top floor of the Empire State
Building in the Panorama Suite.←
←
The show starts at 8.00 p.m. on Monday,
January 7 1985. Dress informal,
elevators optional.←
←
We've arranged a lavish banquet and
floorshow to make up for inviting you
to the flop of the year in November.←
←
And it's all thanks to the Super Sucker
Company of New York! We sued them and
won - and now we're all rich and happy!←
←
←
Regards,←
←
←
←
←
←
Ivan DuDaire←
President←
The Urban Explorers Association←
```

## TUTORIAL EXERCISES

### EXERCISE 5

Here are two more addresses for you to type. Add some more of your own if you like but don't forget to press 'Return' to end each line and leave blank dividing lines between each address.

```
James←           ) First
Reese←          ) Last
Editor←         ) Title
Crazy Stunts Magazine← ) Co.
Apt 2←         ) Add1
1845 Lejeune Blvd← ) Add2
Jacksonville←  ) City
NC←           ) State
28540←        ) Zip
←            ) Leave a blank dividing line.
Lena←         ) First
Weber←        ) Last
President←     ) Title
Urban Reform Association← ) Co.
890 College Parkway← ) Add1
←            ) Add2 (Enter 'Control-T' for a blank line)
Rockville←    ) City
MD←          ) State
20850←       ) Zip
```

### What to Look For if Your Mailing Looks Wrong

If something is out of position:

- \* There may be a paragraph marker missing.
- \* There may be a comma at the end of a \*nm line.
- \* There may be an irregular number of lines in one or more of your names and addresses.
- \* A marker in your letter may be typed incorrectly, so that it does not match the name in the \*nm line.



## MORE ABOUT SUPERSCRIFT

### MORE WAYS TO USE SUPERSCRIFT

#### INTRODUCTION

If you're going to use this section of the manual to find out about specific Superscript topics, you should really go through the tutorials first, because we assume that your knowledge of the basic operations of the system has reached a certain level. At the very least, you need to know about the following things:

- \* Loading Superscript and creating a work disk.
- \* Loading, filing, and replacing documents on the disk.
- \* Using the Cursor Keys.
- \* Selecting commands from the main menu with the 'F1' key and the initial letter of the command you want.

Check through this list and make sure you understand and can use the commands and functions mentioned in it.

#### YOUR TEXT AREA

Your text area is made up of 500 lines, each 40 columns.

If you double the text width to 80 columns, you halve the number of lines available. Think of a text area as a flexible rectangle. If you flatten it, it gets wider. If you stretch it, it gets narrower.

In terms of document size, if you assume that a page of text is 40 columns wide and about 55 screen lines during editing, you can get about 9.5 pages into your text area. This formula assumes you'll be using the '\*sk' command to skip lines at least some of the time. This gives about 5 printed pages, 76 columns wide and 55 lines long.

Remember, it's very easy to set up a chain of documents for printing, so you're not actually limited by the dimensions of the text area. You do this by placing a '\*lk' command at the end of a file and specifying the name of the next file to be printed. This is called "linking".

The advantages of leaving whole documents in memory are (1) you can swap disks whenever you want and (2) the system works a lot faster. Point (1) is particularly helpful when you only have one disk drive.

## **MORE ABOUT SUPERSCRIPIT**

### **EDITING, VIEWING AND PRINTING -- GUIDELINES**

In Wide Screen Editing, described later, we show you how you can change the width of your text area to handle wider documents.

At this stage though, it is important to realise that you can edit within one set of margins -- by setting the textwidth using 'F1 Set Text' -- then place \*lm and \*rm commands in your document to view or print it with different margins.

You can make the best use of these capabilities by following the steps listed below when creating a document. The procedure we give minimizes the need to scroll around a document, both during editing or viewing, when it is wider than your screen.

1. Edit the document in 40 columns.
2. Define left and right margins for a 40 column document.
3. Preview the document in 40 columns to check that the text is correct. If you check the spelling, do this in 40 columns too.
4. When you are satisfied with the text, change the margins to the values you want to use in printing.
5. Preview the document with the correct margins to check the layout.
6. When you are satisfied with the layout, print the document.

Obviously this does not apply to wider tables, which you will need to edit, view, and print with the same width, but tables are dealt with in more detail in Wide Screen Editing.

### **CUT-AND-PASTE WITH SUPERSCRIPIT**

You can move blocks of text in a document with the 'Area' commands, as shown in the Tutorial. You can also move text around between documents, or take text from existing documents to build a new document without typing all the text in again.

To take some text from one document and place it in another, load up the document containing the text you want to move. Mark the text as the current block, then use 'Document Append' to add it to the end of the document to which it is to be moved. If you don't want the text at the end, load up the second document and move the text to where you want it to go.

There are two ways you can create a new document from text in other documents. The method you use depends on the size of your documents. If your documents are very short, use Method 1; if they are long, use Method 2.

## **MORE ABOUT SUPERSCRIPPT**

### **Method 1**

1. Load the document containing the largest piece of text you want in your new document, and delete any unwanted text. Make any other changes necessary.
2. Move the cursor to where the next piece of text is to go.
3. At the cursor position, load the next document containing text you want. Use 'F1 Document Insert.'
4. Erase any unwanted text from the newly inserted document, and make any other changes necessary.

Repeat steps 3 and 4 until the new document is complete.

The disadvantage to this method is that, as the new document builds up, there will be less space left in your text area and you will be unable to load up any documents larger than the space available. If you think this will happen, use Method 2.

### **Method 2**

1. Load the document containing the text that is to come first in the new document.
2. Erase the unwanted text and file the remainder on disk as the new document.
3. Erase the contents of the text area.
4. Load the document containing the text that is to come next in the new document. Mark the text you want as the current block and add it to the new document with 'F1 Document Append.'

Repeat steps 3 and 4 until the new document is complete. You can then load the new document and make any other changes you wish.

## **MORE ABOUT SUPERSCRIFT**

### **WIDE SCREEN EDITING**

At times, you may want to include in your documents information that is wider than a standard page, such as tables or financial statements. Here, we give you guidelines on handling wider documents, especially tables.

Superscript's wide screen editing capability is easy to use, but you have to get three ideas clear in your mind before you try it.

1. **The Text Width.** You can change the number of columns you work with. This is done with the 'F1 Set Text' command. The number is known as the text width. This is completely independent of the margin settings.
2. **Margin Settings.** If you're using 70 columns, you should have margins with at least 70 columns between them. But the margins can be at any suitable settings: 25 and 95 are as good as 1 and 70. You can instantly vary the margin settings (\*lm and \*rm in the text) to produce different layouts. This is an advantage of Superscript's way of editing and presenting text separately.
3. **Viewing Controls.** When you 'View' a document with wide margins you can make the display show any part of the document. The horizontal controls are:

Cursor Left : scrolls left.  
Cursor Right : scrolls right.  
F7 : jumps 20 columns.  
Return : restores the left margin.

The vertical display controls are the same as those used in normal screen width editing.

### **Question: Can You Load "Wide" Documents into "Narrow" Screens?**

Answer: Yes. If, however, you load a table that you originally created using 60 columns into 40 columns, each line will wrap around onto the next, and it's very hard to edit a table with wrapped lines.

Ordinary text will just wrap around in the different line length, causing no problems.

You can also load a "narrow" document into a "wide" screen. The Editing screen won't look the same as it did when the document was created, but usually this doesn't matter.

In general, avoid using a document with a screen width different from the one used to create it.

**Setting a Wide Screen**

Before you load the file, you need to set up the correct text width. We'll choose 140 columns -- 132 columns is a common width for condensed print on dot-matrix printers, and this gives you a few more columns to work in.

So, be sure there's no text in memory or you'll get an error. Then, select the command you need: 'F1 Set Text.' Key in '140' and press 'Return.' You won't see any immediate change in the screen, but Superscript has reset the right hand edge of your working area to a point that's "off-screen."

**Notes:**

The minimum text width value is the same as the screen column width, i.e. 40. The maximum value is 240.

If you're editing columns of numbers, always give yourself several extra columns to allow for errors, insertions, and moving columns.

**Loading the Example Document**

Your example document is called "wide table." It's on the Training Disk, so if you find the file on that disk and load it up, we can refer to it to illustrate certain aspects of wide screen editing.

To load the file, insert the Training Disk in the disk drive (after loading Superscript in the normal way) and use the command 'F1 Document Load.' Give the name "wide table" and press 'Return.'

**Moving Around in the Document**

When "wide table" is loaded, you can study the way Superscript uses the screen as a "window" onto the document. Use the 'Go' commands to move the cursor around the document.

'Go Left' and 'Go Right' have an extra refinement with any document that's wider than the screen. If the screen "window" is somewhere over the middle of the document, for example over columns 20 to 60, the first use of 'Go Left' takes the cursor to the left edge of the screen as normal. But if you repeat the command ('Control-R') the cursor moves to column 1. Likewise, repetition of 'Go Right' moves the cursor to the right extremity of the text line, i.e. 140 if that's your present setting.

Alternatively, you can step across the document ten columns at a time, using the 'F7' key to move to the next tab, or the 'Commodore-F7' key combination to move to the previous tab. Try these cursor movements now.

## MORE ABOUT SUPERSCRIFT

You should also be aware of these useful cursor controls,

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.

### The Paragraph Marker

Remember that 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 anywhere 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.

All the 'Control' key commands are also listed in alphabetic order in Appendix D.

### Subtotals

Superscript lets you use the column addition command to obtain subtotals.

The command will ignore a line of single dashes ('-----') on the line **immediately** above the cursor. Any other line of dashes (or any other characters) will stop the addition.

```
Example: 223
          445
          ----
          668      Top 2 lines added up here.
          =====
          449
          551
          ----
          1000     Last 2 lines added up here.
          =====
```

You can also obtain running totals. See the description of the 'Calculator' command in the **Reference** section for details.

When working on the main body of a Table, NEVER use 'Insert' mode or the 'Inst/Del' key. Use cursor movement and overtype, also making sure that 'Wordwrap' mode is off.

**Quick Guide To Tables**

This section summarizes the steps you follow when setting up a wide screen table. A command summary follows it.

1. Erase all text so you can reset the text width.
2. Reset text width.
3. Set decimal places. The standard setting is 2. Include comma formatting if you wish.
4. Clear old tabs.
5. Set new tab positions. Set an extra tab if you're going to add the lines. Remember, don't set a numeric tab too close to the end of the line.
6. Enter numbers. Use 'F7' to tab to each numeric tab and key in the number. Then press 'F7' again. **Only press 'Return' at the end of each line.**
7. Add lines. Position cursor to right of all numbers to be added, and give command. Remember 'Return.'
8. Add columns and subtotals: use 'F7' to tab to each column and give command.
9. Add table. Position cursor to left of first column to be added, and give command. Remember 'Return.'

**Note.** If you want boldface or underlined headings, use the appropriate 'Feature' command. The special characters push the actual headings out of alignment with their columns. This doesn't affect printing, but be careful to insert the characters after lining up the headings. It is best to do this as your final activity, after you have finished working on your table, and is the only time you should use 'Insert' mode on a table.

## MORE ABOUT SUPERSCRIPIT

### Command Summary

This is a summary of the commands you may need when you set up a table of numeric data. The topic is also covered in the tutorials, which you should work through before attempting a table on your own.

<u>Action</u>	<u>Command</u>
Erase all text	'Erase All.' 'Return' confirms the 'Proceed' command.
Set decimal places	'Set Decimals.' Enter value and 'Return.' Maximum 10 places (rounding is automatic).
Set comma formatting	'Set Decimals.' Enter comma and then values.
Clear all old tabs	'Tab Clear.'
Remove one tab	'Tab Release.' Move cursor to tab position first.
Set numeric tab	'Tab Numeric.' Move cursor to tab position first. (Use 'Control-R' if setting more than one tab.)
Move to tab	'F7' key. 'Tab Tab.' 'Control-I.'
Back tab	'Tab Back.' 'Commodore-F7.' 'Control-='.
Clear entry	'Control-C.' This does not close up the text. Cursor can be on the entry or next to it on the right.
Erase to end of line	'Erase Endofline.' No paragraph marker. Text does not close up.
Add line	'Calc Line.' Cursor can be anywhere to right of numbers.
Add column	'Calc Column.' Cursor must be on numeric tab for the column.
Add table	'Calc Table.' Cursor must be on a clear totals line, to left of first tab. Figures must be at numeric tabs.

## MORE ABOUT SUPERSCRIFT

### CREATING A LONGER DOCUMENT

All the examples so far have been of single page documents. This covers the majority of business letters, but there is of course an important need for multi-page documents of various kinds. In this section we'll look at an example report, and see how to use some of Superscript's more advanced editing and layout commands.

We don't cover every command in detail, but you can easily check any command in the Reference Section.

The example document name is "rainbow report." It's on your Training Work Disk, so why don't you load it up now. Print it out, as you'll find that it will help you to understand some of what follows.

### Layout Commands

When you look at the screen, you'll see that the first three lines of text begin with a highlighted asterisk. This is the "layout character," which signifies that special layout commands follow.

#### **You Obtain the Layout Character with 'Control-L.'**

You'll remember that Superscript uses these layout commands only when printing or viewing, to vary the appearance of the text.

By changing the values of the layout commands, you can change the appearance of the text when it's printed or viewed.

### Basic Layout

The elements of basic layout 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 or jn
Printer offset	of

Your first line of text has an example of each of these. Use 'Print View' to check the appearance of the document with the current values.

You can experiment with the basic layout of this document by changing the values of these commands. Use Superscript's ordinary editing facilities to overtype or insert and delete so that the line looks

## MORE ABOUT SUPERScript

like this:

**\*1m8:rm55:tm3:bm10:of0:ci12:pl66:jn:sp1←**

We've changed left, right, top, and bottom margins; changed to 12 characters per inch; and changed from justified to unjustified text. Use the 'Print View' command to see the differences in the document with the new layout command values.

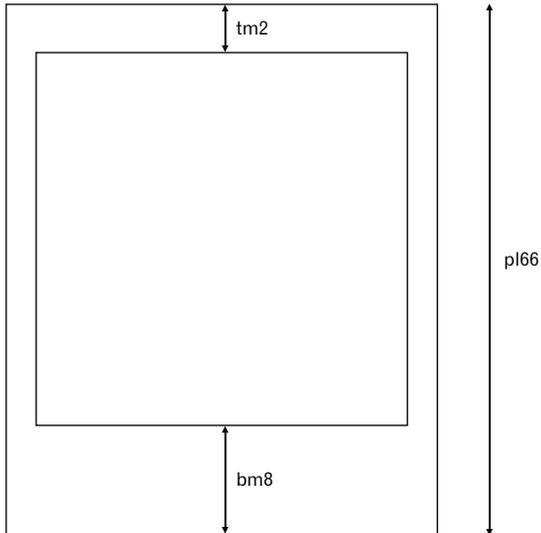
Two of the commands in the line, 'ci and 'of,' don't affect screen display. The characters per inch command, 'ci,' will only work on printers that can vary the number of characters per inch. "Condensed mode" printing needs to be set separately from the 'Feature' menu.

One additional element of basic layout is "lines per inch," the 'li' layout command. This is assumed to be 6 lines per inch unless explicitly reset.

Remember to reinstate the commands before you go on, so that the line looks like this:

**\*1m4:rm78:tm0:bm8:of0:ci10:pl66:jy:sp1←**

It helps to know how the vertical layout commands relate to each other. The relationships of the values for 'tm,' 'bm,' and 'pl' are very simple. For example, if page length is 66, top margin is 2, and bottom margin is 8, and you've set single spacing, you'll have 66-8-2 lines of text on your page: 56.



## MORE ABOUT SUPERSCRIPT

When you put headings and footings in, text relationships change slightly -- this is explained later.

Basic layout commands can be added to the document at any point. For example, you can change line spacing, as we have done on lines 49 and 76 to allow the market sectors list and the graph to appear in single spacing, which is more appropriate. Notice that a series of layout commands normally ends with the paragraph marker (see 'The Layout Command' in the **Reference** section for more information).

### Blank Lines

Superscript has a command for skipping lines when it prints. We haven't used this because most people like to see "real" blank lines, at least while they're learning. But you can add the 'Skip' command, '\*sk,' at any line and test the result.

Move the cursor to line 18, and onto the paragraph marker on the line. Use 'Control-L' to put in the layout character. Type 'sk3,' and press 'Return.' Then check the effect of the change with 'Print View.'

You can of course use the menus to insert commands. For the 'Skip' layout command, the sequence is: 'Layout Enter Skip,' enter a value for the number of lines to be skipped, and press 'Return.'

### New Pages

Superscript automatically starts a new page when it's printed the maximum number of lines allowed on the page -- the page length minus the bottom and top margins, and heading lines if they're in use.

You can instruct Superscript to start a new page at any point in the text, with the '\*np' layout command.

There's an example of '\*np' at the end of the first page of your report, on the same line as "Subterranean black," line 40.

## **MORE ABOUT SUPERSCRIFT**

### **Indentation**

"Indented text" is text that is set in from the main or previous margin of the document. Examples of indented text are:

- Quotations
- Examples
- Sub-paragraphs
- Columns with sub-headings on the left
- Numbered lists

We've included examples of some of these in "rainbow report."

### **The Steps to Follow**

Because of the way Superscript has separate Editing and Viewing or Printing mods, you cannot do indentation in what seems to be the obvious way, by starting to type at, say, column 20.

Instead, you need to learn a procedure that's quite simple, but **must** be followed if you want to get properly indented text.

1. Specify the new left margin with an 'Indentation' layout command. This sets an "indentation level."
2. When there's a paragraph number or sub-heading on the left, enter a special 'Release' character in column 1, just before entering the number or sub-heading.
3. Only when there's a 'Release' character in column 1, leave the right number of spaces before you start to type.
4. Enter text normally so that the text lines all start from column 1, except where you've put in a 'Release' character.

What you see on your Editing screen will not look like indented text. But as soon as you view or print it, the indented layout appears.

### **EXAMPLES:**

Let's look at some examples in "rainbow report." Use the 'F1 G N' command to move the cursor to line 41. This brings several pieces of indented text into view.

(It's a good idea to use 'F1 G N' if you know the number of the line that you want to move to -- it can be a much faster way of moving around the document.)

### **The Indentation Command**

The paragraph beginning "The research and development..." is not indented. At the end of that paragraph we've put the first indentation command, '\*in4.' This tells Superscript to start an indented margin after leaving four spaces. Look at line 30. The word "Construction" starts five columns in from the left, not counting the special release character in column 1.

Notice how the rest of the paragraph is entered normally, with each of the lines beginning in column 1.

### **The Release Character**

The special 'Release' character '<' is obtained from the main 'Layout' menu: 'Layout Release.' The command enters the character in the text, so either switch 'Insert' mode on or use 'Control-S' to insert a space in column 1 before using it.

The 'Release' character tells Superscript to start the line at the previous margin -- or the previous indentation level if you've used '\*in' more than once. In our example, the number "1" will appear at the basic left margin, which is set to column 4 with '\*lm4.'

This method is easy to learn as you'll see when you try it, but you need to be sure you've got exactly the right number of spaces between your paragraph number of sub-heading and the start of the text.

### **Second Indentation Level**

Now look at the end of line 35. You'll see '\*in20' there. This is a second level of indentation, additional to the first. So, the next piece of indented text, "Surfer silver," is printed at column 29, that is, with a left margin of 4 and after 25 (in20 + in4) columns of indentation. But notice how all the lines of the list of colors start in column 1 of the Editing screen. Again, this illustrates the difference between how you enter text on the Editing screen and how it will appear when printed or viewed.

### **Cancellation of Indentation**

Look at line 40. At the end is the layout command '\*in0.' This cancels the last 'in' command that set an indentation level.

Again, this has no effect on the Editing screen text, but if you look at a print-out of "rainbow report" you'll see that after the list of colors, the previous indentation level is restored.

## **MORE ABOUT SUPERScript**

### **MORE EXAMPLES**

Move the cursor down to line 69 using 'F1 G N,' so you can see further examples of indentation.

You'll see an '\*in15' command at the top of the screen. This sets the indentation level for the list of market sectors.

There's another indentation command, '\*in3,' on the next line. Compare the printed report with the screen for a moment to see if you can work out why it's there.

The answer: so that the next item, which is more than one line long, can be aligned to the same indentation level as the rest of the list.

The '\*in3' indents 3 columns, and the 'Release' character before "B" releases that line to the previous '\*in15' level. Then the '\*in0' at the end of the paragraph cancels the '\*in3.' Check this and be sure you understand how it works.

### **Double Release Character**

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

You'll see it has a double 'Release' character at the start. This "releases" the heading two levels, out to the level of the basic left margin, 'lm4'.

This is done to maintain all the report headings at the same level, while allowing the graph to remain at the same level as the market sectors list.

### **Double Cancellation of Indentation**

Look at line 76. You'll see a double '\*in0' command. This cancels the last two indentation commands: first the '\*in15' command on line 49, and second the '\*in4' command on line 28. Note that the '\*in3' on line 50 has already been cancelled on line 54.

So, you can see that an '\*in0' command cancels the most recent indentation level -- the nearest one before it in the text.

### **Changing Indented Layout**

You don't have to laboriously reformat every paragraph when you want to mess around with the layout of your document.

## MORE ABOUT SUPERSCRIPT

To **indent more**:

1. Increase the preceding 'in' value by the number of columns you want.
2. On any line that has a 'Release' character, insert the same number of spaces after the paragraph number or sub-heading, and before the first word of the text.

To **indent less**, reverse the above:

1. Decrease the preceding 'in' value.
2. Erase a matching number of spaces between the paragraph number, etc., and the first word of text on 'Release' character lines.

**Changing the main left and right margins.** You can do this at any time without affecting your indented text layout at all.

### Headings and Footings

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

- \* Up to two lines of headings and footings per page are available
- \* Each line has three "zones" -- left, center, and right.
- \* You can have different headings for even and odd pages. This feature is known as 'Alternate' headings, and if you use it you can only have one line of heading per page. This also applies to footings.
- \* Margins for headings and footings can be made 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 number (#) sign in any part of a heading or footing will be replaced with the current page number when you print or view.
- \* Independent page number value setting. The layout command '\*pn' may be used to reset the page number.

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### Enhancing Heading and Footing Text

You can use the same printer features in headings and footings as you do in other text. You'll see that the heading in "rainbow report" has the 'Underline' feature special characters in it.

If you're using more than one zone, underline the text in each zone separately, or you'll get an underline that runs across the blank parts of the line.

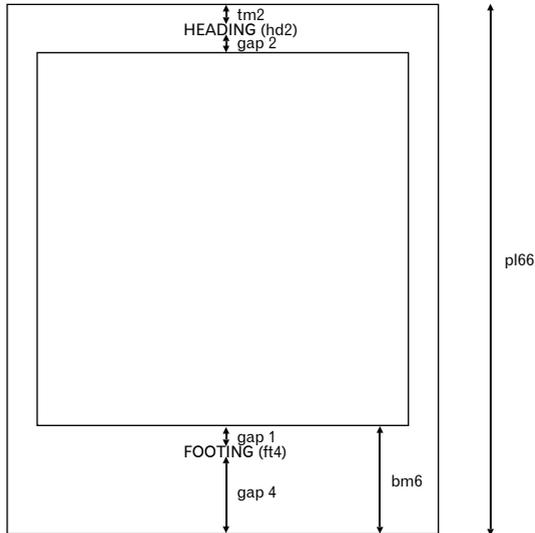
### How Headings and Footings Affect Page Length

#### \* Headings

If you include one line of heading and a gap of two lines with a \*hd2 command, this adds three lines to the overall top margin area of the page, before the proper text starts. The example below demonstrates this.

If you include a second line of headings and another gap of two lines, this adds a further three lines to the top area.

In both cases, the overall number of lines available on the page for text is reduced.



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### \* Footings

Footings and footing gaps have to fit within the bottom margin ('bm'). If 'bm6' is set, a footing gap set as '\*ft6' will cause an error, because the footing gap plus the footing itself is bigger than the bottom margin. But '\*ft4' would be all right as long as you have only one line of footing, and this would leave a blank line between the end of your text and the footing line. Again, the example above shows what we mean by this.

If you set a second line of footing and a gap, this too must be within the bottom margin. So if 'bm6' is set, the total footing gap must be '\*ft3' or less, as the **total gap** plus the lines of **total footing** must not exceed the bottom margin.

The footing itself does not reduce the number of lines on the page. The bottom margin does.

### **Use of the Up Arrow**

Every line of heading or footing must have **two up arrows** in it. The up arrows mark off the left, center, and right zones of the line.

Look at lines 2 and 3 of "rainbow report." You'll see that although the right and left zones aren't used, the up arrows are still there.

### **Page Numbering**

If you want automatic page numbering, just place the number sign (#) in any zone of any heading or footing line.

When you print or view, you'll see the current page number appear, and increase by one with each new page, unless you reset it.

The '\*pn' layout command resets the page number at any point. It's usually placed at the beginning of a document that does not start with page 1 for some reason -- like a section of a report. If there's no '\*pn' command, Superscript assumes that the first page is page 1.

### Linking Documents

Sometimes you'll need to print a document that's longer than Superscript can hold in memory at one time. There's a command that "links" one document to another, so that as you print or view, Superscript automatically gets the next document in the chain when it's finished with the one in memory.

Such chains of documents can be as long as you like. If you want, you can extend a chain over more than one disk, by placing a 'Pause' command in the text to give you time to swap disks.

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### **EXAMPLE:**

You're going to divide "rainbow report" into two smaller documents, link them, and view them as a chain.

1. Move to line 41 which begins "2. Ink," and define from that line to the end of the document as the current block. Use 'F1 Area Block.'
2. File the current block as "linked 2." Use 'F1 Document Block.'
3. Now move back to line 41, and erase all text to the end of the file -- use 'F1 Erase Rest.'
4. Enter the linking command. As the last line of the document, type:

```
*lk:linked 2←
```

5. File the contents of the text area as "linked 1."
6. Select the 'Print' sub-menu. Select 'Link,' and then 'View.' If you have text in memory, Superscript will display the usual Confirmation sub-menu. Press 'P' or 'Return' to continue. When prompted, enter the document name "linked 1" and press 'Return.'

You'll see Superscript find "linked 1" on the disk and display it on the Viewing screen. At the end of the page press 'V,' and Superscript gets "linked 2" from the disk and displays that.

Notice that Superscript always gets the first document from the disk -- you must have all the linked documents on disk before you begin.

Also, notice that the layout commands in "linked 1" remain valid in "linked 2," until new commands in "linked 2" override them.

The only exception to this is the '\*in' command. Indentation set in a document won't apply in any subsequent documents in the chain. The effect of this is that your text will return to column 1 at the start of each linked document. Look at the paragraph starting "2. Ink." It's no longer indented because the indentation command originally defined for it is now in "linked 1."

### **Conclusion**

There are many more topics that we could go into -- but this is not a text book on word processing.

You'll find that topics such as centering and justification are adequately covered in the **Reference** section, which you should also turn to for further details of the commands you've looked at in this section.

## **MORE ABOUT SUPERSCRIFT**

### **SEARCH/REPLACE COMMANDS**

It's inevitable in longer documents that you will want to make changes. Typically, you might want to replace just a single word with something different, or replace a word that occurs in several places. But the idea of going through the document line by line making changes is not a pleasant one. And there may be other documents to alter.

Luckily, Superscript makes things easy for you. Its search and replace commands let you look for a word, phrase or group of characters, and choose what you want to do with each occurrence. Or Superscript can automatically replace the same word, wherever it occurs, with something else.

### **To Find a Word**

For example, look at the report on Rainbow Writers Inc. This is on your Training Work Disk as "rainbow report." Suppose this company decides to change the name of the color "Subterranean black" to "Jet black." The report must be changed.

Load the document containing this report, and select the 'Search' command from the 'Set' menu. Then select the 'Find' command, type the string that you want to match, "=Subt" and press 'Return.' Notice that you don't have to enter the whole word, just enough of it to get to the right place. The equals sign tells the search to look for strings of the same case, i.e. the search won't match "subt".

When the direction sub-menu appears, enter 'F' or press 'Return' -- this tells the command that the search is to move forwards through the document.

The line containing the word "Subterranean" is color highlighted and the first four letters of the word are further highlighted by inverting the colors. The search has made this match, and you could either continue the search or abandon it, as you can see from the prompt. Enter 'A,' and the search will end, leaving the cursor on the character after the inverted highlighting.

### **Repeating a Search**

If you abandon a search and realize that there are more of the same changes to be made, you don't have to go through entering the match string again.

Just select the 'Search' command on the 'Set' menu again, but this time select the 'Continue' command. Superscript remembers what you searched for last time, and resumes the search, moving in the same direction and starting from where the cursor is currently sitting in the document.

## **MORE ABOUT SUPERSCRIFT**

The word "Subterranean" only occurs in this document once, so the second search won't find anything. The search finishes when it reaches the end of the document, and the cursor is left there.

### **Search and Replace Commands**

If you want to change one word (or phrase or paragraph) for another in several places, use the Search and Replace commands. This is especially useful if you know that you don't want to change the word every time. For example, suppose this time that the company "Rainbow Writers Inc." decides to extend its market and change its name to "Rainbow Graphics Inc."

Select the 'Search' command from the 'Set' menu, and then the 'Replace?' command. You'll notice that there is already a response to the prompt for the match string. This is because Superscript always remembers the match string from the last search and suggests it again as a short cut if you want to search for the same string, but obviously you don't have to use this. You can get rid of it with the 'F3' key.

Enter your match string, "=Writers." The "=" sign at the beginning of the string tells the command that you only want to find the name where it looks exactly as you've typed it -- the word "WRITERS," in the title, in upper case, won't be matched. (You can go back and change that later.) Press 'Return' and the 'ENTER Replace' prompt lets you enter the replacement string "Graphics." Then indicate the direction of the search. As the last search left the cursor at the end of the document, this time, type 'B' for "Backward."

As each match is made, if you want the replacement word and not the existing word, enter 'R' or press 'Return.' If you don't want the replacement word, enter 'C.' Either way, the search continues.

Although there's no option in the prompts to abandon the search, you can stop it with 'Control-Q.' Otherwise the search ends only when it reaches the end of the document, and the cursor is left there. This time, because the search went backwards, you end up at the start of the document.

### **Exchange Search**

In the Rainbow report, the initials of the company also have to be changed from "RWI" to "RGI." You can do this in a single operation.

The cursor is now back at the beginning of the document, so the search will find "RWI" every time. Select the 'Search' command from the 'Set' menu, and then the 'Exchange' command. Enter the match string "RWI," the replacement string "RGI," and then 'F' to search forwards. Press 'Return' to get the command started, and wait.

## **MORE ABOUT SUPERSCRIPIT**

You shouldn't have to wait long while it changes all four occurrences of "RWI." The search finishes when it reaches the end of the document, and leaves the cursor there.

Notice that you are given no choice in how the command works. Once it has started it will go through the document changing "RWI" to "RGI" and carry on to the end, whether you want it to or not. So, think twice before confirming that this command should go ahead.

## **MORE ABOUT SUPERSCRIPT**

### **CHECKING YOUR SPELLING**

Superscript includes a command to check your spelling. You can check the spelling in your current document against either an American style or a British style spelling dictionary.

We recommend that when you check your spelling, you do this in 40 columns, as this is easier to work with.

Before you can check any spelling, you need your own dictionary disk. Users upgrading from Easy Script can use an Easy Spell dictionary disk after renaming the dictionary (see Appendix C for details). Superscript users must create a dictionary disk, so read on.

### **Making a Dictionary Disk**

You create a dictionary disk in exactly the same way that you create a Training Disk (as you can see from the options on the Start Up menu). A full description of this is given in the Tutorials, starting on page T-6.

Of course, if you've completed the tutorials, you will already have a dictionary disk, i.e. the Training Disk you created. You can delete the training files if you wish, and use the disk only as a dictionary disk. If you want to keep your Training files separately, make a copy of the disk and delete the appropriate file from each disk.

### **Master and User Dictionaries**

The dictionary you copy from the Superscript program disk is referred to as the "Master" dictionary and covers the more widely used words. The Master Dictionary should not be accessed for editing purposes as this will corrupt it. However, an area has been set aside on your dictionary disk which we call the "User" dictionary. You can add or erase words in the User Dictionary.

The User Dictionary contains the American English or British English variants depending on the dictionary selection you made from the Start Up menu. These should not be erased.

**Spelling Checker Commands**

Use the menu option 'F1 Document Spell' to get to the spelling sub-menu:

Check Search View Print Erase Display Output
---

In the following couple of pages we show you how the first two of these commands work. Once you have tried them, the other commands on the menu shouldn't give you any trouble, but if you want any more information, see the **Reference** section.

**'Check' the Spelling in Your Document**

Load the document you want to check. If you've just written it, file a copy on your work disk. Then select 'Check' from the 'Spell' menu and press 'Return.' As you become more proficient, you can use the 'F4' key to select this command quickly.

Superscript checks your document statistics before using the dictionary, and displays the results.

The prompt 'Insert Dictionary Disk: <Return>' appears. Remove your data disk, insert your dictionary disk, and press 'Return.'

Superscript reads through the dictionary, checking your words alphabetically. When the Spelling Checker finds a word that it doesn't recognize, it displays the appropriate line with a colored background, inverts this coloring for the unrecognized word, and leaves the cursor on the first character of the word.

Accept Edit Learn Ignore Quit
-------------------------------

**Accept** the word as correct by typing 'A' or pressing 'Return.' Any other occurrence of this word is accepted as correct. Superscript will then move on and highlight the next incorrect word.

**Edit** the incorrect word. Don't worry if the new spelling is longer or shorter than the incorrect word, as you can insert or delete characters freely. To resume the Spelling Check, press 'F1.'

**Learn** the word if it's not in your dictionary and you use it frequently. When the word is highlighted just select 'Learn' and press 'Return' or press 'L.' Superscript writes the new word into the User dictionary on your dictionary disk.

## **MORE ABOUT SUPERSCRIPT**

**Ignore** the highlighted word and Superscript moves on to the next occurrence of this word in your document. This contrasts with 'Accept.'

**Quit** abandons the spelling check and returns to the normal Editing screen.

At the end of the Spelling Check, Superscript displays the 'Replace Abandon' sub-menu. Before selecting 'Replace,' remove your dictionary disk from the drive, load your data disk and press 'Return.' Superscript will 'Replace' the existing document with your newly edited version. If you select 'Abandon,' Superscript returns to normal Editing. This doesn't affect any changes you have made so far.

If you have a dual drive system, put your dictionary disk in the second drive. Then see how this affects the operation of the Spelling Check.

### **'Search' the Dictionary for a Word**

Select 'Search' from the 'Spell' menu. Superscript prompts 'ENTER Match.' Type in the word you're looking for and press 'Return'.

The next question is 'Insert Dictionary Disk,' so load your disk and press 'Return' again.

Superscript searches for your word alphabetically, first in the Master Dictionary, then in the User Dictionary. If the search is successful, the word or the list of words is displayed in alphabetical order.

You don't have to type in the whole word, just enough of it to make it clear what word you are looking for. If you were looking for the word "autobiographical", entering "autob\*" would probably be enough to find it.

There are also some short cuts you can use. The '?' question mark character matches any single character, so "e?it" would match "edit", "exit", and so on. Also, the '\*' character -- used above -- matches any number of characters, but can only be used at the end of words. For example, "e?it\*" would match "editing", "exiting", "editorial", and others.

## MORE ABOUT SUPERSCRIFT

### BUILDING YOUR OWN COMMANDS AND GLOSSARY

Whatever kind of writing you do, there are always occasions when you need to repeat a particular word or phrase several times in one piece of text.

Superscript lets you store a large number of words and phrases which you can subsequently enter into your text with a single command.

Superscript can "remember" more than just words and phrases. You can combine individual Superscript commands into strings, and then execute the whole series with a single command. And, you can combine these "command" strings with words and phrases.

Your command strings can be stored either temporarily or permanently, so for example, you could use one to hold the date, changing it every day, and another to hold a standard name and address that doesn't change.

### How It Works

You choose any key on the keyboard that's not used for a basic function like 'Return,' or 'Delete,' and you assign a string of text and/or commands to it. This is then called a **Command Key**.

When you want to execute the command string, or have the words appear in the text, you press the 'Run/Stop' key, and then the key you want. We represent this in the form 'Run/Stop a' -- don't hold down the 'Run/Stop' key.

You can assign command strings to both shifted and unshifted keys.

### Setting Up Temporary Command Strings

The command you need is 'Set Command.' This is described in detail in the Reference section, so if you're not sure how to obtain this command, look it up before proceeding.

The basic operation is in three parts:

1. Enter 'Set Command.'
2. Enter the command key you want, and press 'Return.'

If Superscript finds that the command key you entered already has a command string assigned to it, that string is presented for editing. Use 'F3' to clear it if you want to.

If there's no pre-assigned string, you can enter a new string immediately.

## MORE ABOUT SUPERSCRIP

3. In response to the prompt 'ENTER Command,' enter any combination of commands and text you want.

Represent the 'F1' key with '/' and the 'Control' key with '↑,' where '↑' is the 'Up-arrow' key (not the 'Cursor Up' key). This allows you to include cursor movement and single character deletion in your strings. Represent 'Return' with '↑m.' Press 'Return' to end the entry.

The key you chose is now a command key and can be used at any time until you switch off the computer.

## Setting Up Permanent Command Strings

If you place a command string into the "defaults" file on your work disk, Superscript will set that key up as a command key for you each time the "defaults" file is loaded.

You can place different sets of command strings in the "defaults" files on different disks -- you might have a set of names and addresses on one disk and a set of technical terms on another. For example, suppose you want to assign a name and title to a command key.

1. Load your "defaults" file. It's an ordinary Superscript document on your work disk.
2. Anywhere before the '\*pd' command, insert a blank line with 'Control-N.'
3. Enter the layout character in column 1 with 'Control-L.'
4. Enter: **a=Joanne Jeffries,↑mProduction Manager.** The '↑m' represents 'Control-M' ('Return') and causes the next line to start in column 1.
5. Press 'Return.'
6. Replace "defaults" on your disk.

Next time you load Superscript and insert this disk as the Work Disk, you'll find that 'Run/Stop a' will enter the name and title, putting each item on a separate line.

## Rules

1. A command string cannot be longer than one text line.
2. Maximum length of all command strings at any one time is 1024 characters.

## MORE ABOUT SUPERSCRIPT

3. To obtain a highlighted character in the command string, press 'Run/Stop' and then the character you want.
4. Represent 'F1' with '/', 'Control' with '^', and 'Return' with '^m'.
5. To cause one command string to automatically execute another, enter '^&' followed by the key you want to execute, at the end of the line.

**Example:**     **a=/dud1^&b**  
                  **b=/d1**

'Run/Stop a' changes to disk drive 1 and then executes 'Run/Stop b,' the 'F1 Document Load' command sequence.

### Command String Examples

<b>/dud0</b>	Change to disk drive 0.
<b>/ssc</b>	Repeat last 'Find.'
<b>^k^k^k^k^k</b>	Move the cursor up 5 lines.
<b>/ssfNov10,^mf^cNov11,</b>	Find a date, clear the entry, enter a new date.
<b>/e1</b>	Erase current line.
<b>/e1/e1</b>	Erase 2 lines.
<b>/ee</b>	Erase to end of line.
<b>^i^i^i/c1^m</b>	Tab 3 times, add values in line, press 'Return.'
<b>/dlinvoice form^m</b>	Load document called "invoice form."
<b>^v/fus/fbs^e^h/fue/fbe^v</b>	Underline and boldface for 1 word.
<b>/pip^mdiablo^m</b>	Redefine printer as "diablo" type.
<b>/ab^u^m^u/am</b>	Transpose 2 characters.

With experience and imagination you should be able to define many commands to increase the power of Superscript and tailor it to your own detailed requirements.

## MORE ABOUT SUPERSCRIFT

### Built In Commands

To make life easier we've supplied you with a small set of command strings, which you'll find in the "defaults" file on your Training Work Disk. These are some of the most frequently used key combinations. Obviously, if you don't want any of these, you can change or delete them; and you can add any others that you want.

Although we've only used the numeric keys, remember that you can use any of the keys on your keyboard.

<b>Run/Stop-0</b>	<b>/pr</b>	Resume viewing a document from where you left off.
<b>Run/Stop-1</b>	<b>/ssf</b>	Search for a string.
<b>Run/Stop-2</b>	<b>/ssc</b>	Continue the search for a string.
<b>Run/Stop-3</b>	<b>/gd</b>	Scroll 1 screen forward with 1 line overlap.
<b>Run/Stop-4</b>	<b>/gu</b>	Scroll 1 screen backward, with 1 line overlap.
<b>Run/Stop 5</b>	<b>/fbs</b>	Start boldface.
<b>Run/Stop-6</b>	<b>/fbe</b>	End boldface.
<b>Run/Stop-7</b>	<b>/fus</b>	Start underline.
<b>Run/Stop-8</b>	<b>/fue</b>	End underline.
<b>Run/Stop-9</b>	<b>/ab↑u↑m↑u/am</b>	Transpose 2 characters.

**QUICK GUIDE TO MAILING**

Mailing is a frequent word processing activity, so this section is included to provide a straightforward summary of the steps involved in the mailing operation. The topic is covered in the tutorials, which you should work through before attempting a mailing on your own.

1. Set up a list of names and addresses: the "merge list."
  - \* An ordinary Superscript document.
  - \* Each item on a separate line.
  - \* Each line ends with a paragraph marker.
  - \* Include blank lines of address, etc.
  - \* Insure every name and address has the same number of lines.
  
2. Set up a letter with merge markers in it: the "merge letter."
  - \* Cursor to line 1, column 1.
  - \* Use the 'Document Merge Name' command. Enter the name of each line in the merge list, e.g. first, last, street, city, zip, divider.
  - \* Separate names with commas.
  - \* No comma at the end of an '\*nm' line.
  - \* Use more than one '\*nm' line if necessary.
  - \* Use 'Document Merge Variable' to set markers in text for automatic insertion of data from merge list.
  - \* Use 'Document Merge Fixed' to set marker in text for fixed length data.
  - \* 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.
  - \* Markers can be selective (see below).
  
3. Bring the merge letter and the merge list together to produce personalized copies.
  - \* Load merge letter.
  - \* Select 'Merge' print run option on 'Print' menu.
  - \* Give name of merge list when prompted.
  - \* Use 'Document Merge Reset' if you need to restart from the beginning of the merge list.

## **MORE ABOUT SUPERSCRIPT**

### **Using Selective Markers**

You can produce a selective merge by using selectors with the '=' and the '#' characters. A selector is a way of identifying which names and addresses are to be used in the mailing, and looks like:

```
<city=New York>
```

where:

- \* The name on the left must be one of the names defined in a '\*nm' command in the merge letter.
- \* The name on the right must be a line of information from the merge list.
- \* The character in between must be a '=' or '#' to indicate that the information is to be included in or excluded from the mailing respectively.
- \* The angled brackets '<' and '>' must be present.

So, in the example above, only names and addresses where the city is New York will be included in the mailing.

Alternatively, the example

```
<city#New York>
```

would result in a mailing in which all names and addresses are used except those with the city set to New York.

You can also use pattern matching, with the "?" and "\*" characters. The selector

```
<city=New*>
```

will match New York, New Haven, and other cities beginning with "New."

### **Long Merge Lists**

Any merge list that you create must be shorter than your text area, as obviously Superscript cannot handle documents longer than this.

If your names and addresses won't fit into one document of this size, place your names and addresses into several merge lists. Then put a \*lk command, i.e. the 'Layout Link' command at the end of each one, except the last in the sequence. Superscript will treat the sequence of lists as one big list.

When printing, don't select the 'Link' option to merge lists linked with \*lk commands.

**Filling Markers from the Keyboard**

If you wish, you can type information directly into the markers in your merge document, instead of using a merge list. To do this:

- (1) Load your merge document.
- (2) Switch on 'Insert' mode.
- (3) Go to the first marker in the merge document with 'Document Merge Goto.'
- (4) Type your information into the marker.
- (5) Use 'Control-R' to go to the next marker, and type the appropriate information into that marker. Continue through your document in this way.
- (6) 'View' or 'Print' your document to check it.
- (7) Clear the information from the markers of the document with 'Document Merge Erase.'
- (8) Repeat this process for each copy of the document.

**Labels**

To complete your mailing, you need to produce labels from your mail list. On your Training Disk there is a "labels" merge document that you can try out on the "merge list", also on the Training Disk. To do this:

- (1) Make sure your printer is loaded with paper and ready.
- (2) Load "labels" from the Training Disk.
- (3) Use the command 'Print Merge Print,' enter the name "merge list" when prompted, and six labels will be printed.

Once you have seen how it works, you can adapt the "labels" document to suit your own requirements. Keep the following points in mind:

- \* The "labels" document is the merge document.
- \* You need a merge list of name and addresses.
- \* You need to decide how many lines you want between the first line of successive labels in the "labels" document for your own labels. In the example on the Training Disk, we have set this to 10 with the layout commands tm0, bm0, pl10, and included 10 lines of label text.
- \* You can produce labels in only one column.

**Creating Merge Lists from Your Database**

You can load and edit any sequential CBM file on Superscript. So you can create a merge list of names and addresses from your database, or merge information from your spreadsheet.

If you do this, make sure that Superscript can handle each merge list, i.e. a merge list must be shorter than your text area. If necessary, create several merge lists and link them together with \*lk commands, as described in **Long Merge Lists**.

## MORE ABOUT SUPERSCRIPT

### USING COLOR ON THE SCREEN

With Superscript, you can change the appearance of your screen while working. This is true whether you have a color or monochrome screen, although obviously, if you have a color screen, you will have a wider range of colors to choose from.

There are no menu commands to select screen color. In general, you place a command in the "defaults" file to indicate the screen colors you want. If you save this changed version of the "defaults" file, those screen colors will be effective as soon as you load Superscript. You can also change the screen colors from the keyboard at any time.

(You can place color commands in ordinary documents too, but the applications of this are limited.)

A typical screen color command might look like:

**\*sc6,0,1,8,5,11**

Each of the numbers defines the color of a different part of the screen as follows:

- First number    Ink (all text)
- Second number    Border
- Third number    Paper (background)
- Fourth number    Tabs line background
- Fifth number    Status lines text
- Sixth number    Spelling checker/search and replace highlight

If you give only one number in the command, only the color of the text will be set up. Similarly, two numbers define the colors of text and the border only, and so on. If no color is defined for any part of the screen, it will appear in the original screen color.

A color screen gives a full range of 16 colors, which gives you plenty of scope for brightening up your work. On a monochrome screen, the color range is made up of black, white and varying shades of gray, or the corresponding shades if your screen's color base is amber, green, blue, etc. The example above would give blue text on a white background with a black border, with an orange Tabs line, green Status text, and dark gray highlighting for the spelling checker and search options.

**Defining the Screen Colors**

Follow these steps to define the screen colors that you want.

- \* In Edit mode, type in your \*sc command.
- \* Enter a 'F1 Print View' command. Your screen will change immediately to the colors in the \*sc command.
- \* When you have the colors you want, use 'F1 Document Load' to load the "defaults" file.
- \* Place your screen color command in the "defaults" file.
- \* Store the "defaults" file. When you load Superscript, the colors you have defined will take effect as soon as you select an option from the Start Up menu.

For further details, and a full list of the colors available, see **Defining Screen Colors in The "Defaults" File.**

**Selecting Screen Color from the Keyboard**

You can also change the color of the ink, border, and background of the screen while you are using Superscript. Just hold down the Commodore key and press the 1, 2, or 3 number key. The keys to press for each area of the screen are:

 and  Ink

 and  Border

 and  Paper

With the Commodore key held down, if you press a number key repeatedly, that area of the screen will cycle through all the colors available.

The Commodore and 4 key combination restores the screen colors to those defined in the most recent \*sc command. This will usually be a single \*sc command in the "defaults" file.

## **MORE ABOUT SUPERSCRIP**

### **BACKUP**

Whatever else you do, it's vital that you know about the 'Backup' command because it's very important to make regular copies of your work disk. Superscript makes this very easy, allowing you to make a safety copy from the 'Document Utility' sub-menu.

Press 'F1' then 'D' for 'Document,' and 'U' for 'Utility.' You'll see that the last but one command on the menu is 'Backup.' Get a new disk out to use as a backup disk, or use an old disk that you want to recycle. Don't do anything to the disk yourself -- Superscript will do everything that's needed.

When you're ready, press 'B' for 'Backup.'

Superscript shows another sub-menu, asking you to state whether you want to use the single drive or the dual drive method. If you have only one disk drive press 'S' for 'Single-Drive.'

### **Single Drive Systems**

Superscript shows the standard Confirmation menu, to let you decide whether you want to 'Proceed' or 'Abandon.' This is particularly significant as the Backup operation will wipe out whatever is in the text area. If you want to proceed, make sure your program disk is in the drive and press 'Return' when you're ready.

Superscript now loads the Backup utility from the program disk and prompts 'Insert Source Disk.' The "source disk" is the one you want to make a copy of, so place this disk in the drive and press 'Return' straight away. Superscript shows 'Reading' on the first Status Line. It's reading data from your disk into the memory.

When that's finished, Superscript prompts 'Enter diskname,id.' The name and an identity of a disk identify it to Superscript. A disk name can be up to 16 characters long, but must not include the characters \$ # " , ? \* or @; a disk id must be two characters long. Enter the name and id separated by a comma but no spaces.

Superscript then asks for the 'Destination Disk.' This is the disk you're going to use as a copy of your work disk. Change disks and press 'Return.' Make sure the destination disk you insert is different from the source disk, although you'll be prompted to confirm that the backup is to proceed so that you don't delete any wanted information by mistake.

Superscript now shows 'Writing' on the Status Line. It's placing the data it read in just now onto the destination disk. Superscript may need to do its reading and writing operations more than once if there's a lot of data on your disk. This is called making another "pass." Just keep changing the disks until Superscript has finished, and your backup will be complete.

## **MORE ABOUT SUPERSCRIPPT**

Superscript now asks you if you want to make another backup disk, and offers the Confirmation sub-menu. If you need to backup any more disks, type 'P' or press 'Return.' Otherwise, just type 'A' and when prompted, replace the program disk back in your drive -- Superscript reloads automatically.

Now you can relax safe in the knowledge that if anything happens to your work disk, you have a backup copy you can turn to.

### **Dual Drive Systems**

If you have two disk drives, at the appropriate time select 'D' for 'Dual-Drive.' When you see the Confirmation sub-menu 'Abandon Proceed,' place the disk you're going to use as the copy of your work disk in the other drive, and press 'Return' to confirm that the backup is to proceed.

Superscript copies from the disk in the selected drive, to the disk in the other drive. (Use 'Document Utility Drive' to select a drive as your main working drive.) So, put your destination disk in the other drive. This means that if you prefer to copy from one drive to another, then you can follow this preference.

Under normal circumstances, you will copy from drive 0 to drive 1, unless you previously selected drive 1 as your main working drive, then copying will take place from drive 1 to drive 0.

THE "DEFAULTS" FILE

Introduction

On the Superscript program disk there's a document called "defaults." "Defaults" is a computer jargon word that usually means "standard values." Although it's an ordinary Superscript document, we refer to it by convention as the "defaults" file. The "defaults" file performs a simple but very powerful and flexible function within the Superscript system.

Whenever you load Superscript into your computer, you see the Start Up menu.

The second option on this menu, 'Create Work Disk,' is the one you use to prepare a new disk for everyday work. As part of preparing a disk, Superscript places a copy of the "defaults" file on it. (You can also prepare a disk with "defaults" on it with the command 'Document Utility Prepare.')

Once "defaults" is on your work disk, you can use it to set up many working conditions, selections, and pre-assigned commands for use during a word processing session.

To do this, just insert the work disk with "defaults" on it into the disk drive, check that the first Start Up menu option, 'Insert Existing Work Disk,' is highlighted, and press 'Return.'

Superscript finds "defaults" on the disk, loads it, and uses the information to set up the conditions for work. The setting up process involves these actions:

1. Superscript looks for 'Layout' commands in "defaults" and makes them its own set of internal values, using them as the standard values when you 'Print' and 'View' your document. If there is no "defaults" file, the existing internal settings are kept and used.

**Note:** Any 'Layout' commands in your document will be used in preference to Superscript's internal values.

2. **Glossary and Command Strings.** If Superscript finds any 'Run/Stop' key command strings, it assigns these to the appropriate keys.
3. **Printer Set-up.** When Superscript finds the special layout command '\*pd,' it treats every line **after** '\*pd' as part of a special Printer Definition.

## "DEFAULTS" FILE

### Changing the Internal Settings While Working

Once you have established Superscript internal settings from a "defaults" file, you can change the working conditions to those of a "defaults" file on another disk without reloading Superscript.

To do this, place the disk with the new "defaults" file on it in the selected disk drive, then enter the 'F1 P I P' command. When prompted 'ENTER Printer Type,' enter the name "defaults." This command changes the internal settings to those of the new "defaults" file, and these remain effective until overwritten by another "defaults" file in the same way, or you reload Superscript and insert a working disk with a different "defaults" file.

The contents of the text area are lost in this process, so if you want to keep what is currently in the text area remember to file it to disk first.

### Modifying the Defaults File

The "defaults" file is an ordinary Superscript document. So you can edit it and replace it on the disk, copy it, even erase it, just as if it were a letter or other document.

**You can change the "defaults" file and make it set up exactly the working conditions you prefer.** Moreover, you can have different sets of working conditions for different jobs.

Of course there are some rules to follow. We go through these in the following sections.

### Document Layout Values

At the beginning of the "defaults" file you will find one or more lines of 'Layout' commands such as:

```
*l4:rm76:pl66:ci10:tm0:bm6:li6:sp0:of0-  
*eo0:cn:jn←
```

You can place any of the layout commands shown in the following table in the "defaults" file. In order, the line of layout commands shown sets the left and right margins to columns 4 and 76, the page length to 66 lines, 10 characters per inch, the top margin to zero, the bottom margin to 6, 6 lines per inch, single spacing, no printer offsets, no centering, and no justification.

LAYOUT COMMANDS

INTERNAL VALUES

lm	Left margin	1
rm	Right margin	80
pl	Page length	66
ci	Characters per inch	10
li	Lines per inch	6
tm	Top margin	0
bm	Bottom margin	6
sp	Line spacing	0
in	Indentation level	0
of	Printer offset	0
eo	Even page printer offset	0
hl	Left heading/footing margin	0
hr	Right heading/footing margin	0
hy	Alternate headings YES	NO
hn	Alternate headings NO	NO
fy	Alternate footings YES	NO
fn	Alternate footings NO	NO
cy	Centering YES	NO
cn	Centering NO	NO
jy	Justification YES	NO
jn	Justification NO	NO
ry	Right alignment YES	NO
rn	Right alignment NO	NO
cm	Comment line	
sk	Skips line	
pn	Page number	

To find out how these 'Layout' commands affect the appearance of the document, see the 'Layout' section of the Reference section.

You may wish to set up different layout values for different jobs. This is quite feasible since it is so easy and quick to change the internal settings to those of a different "defaults" file with the 'F I P I P' command sequence.

For example, a set of layout values for a report that has wide top, bottom and side margins, headings, 5 column indentation, 10 characters per inch, justification, and double spacing could look like this:

**\*1m10:rm65:p166:tm5:bm5:in5:ci10:h110←  
\*hr65:hy:fy:jy:sp1←**

Values not mentioned here will be set to zero or off as appropriate.

However, a set of values more suitable for letter writing could look like this:

**\*1m5:rm75:p166:tm3:bm3:of30:ci12:jn:sp0←**

Notice the 'of30' which offsets the print-out by 30 columns from column 1 on the printer -- suitable for printing single sheets when you use a single sheet feeder with your printer.

## **"DEFAULTS" FILE**

### **SCREEN COLOR COMMAND**

Superscript gives you control over the appearance of your screen, letting you choose the colors of the different areas of the screen and of the text that you see. The command that you use to do this is the \*sc command. It is not available from the menus but must be placed in the "defaults" file.

Place the command in the "defaults" file and execute the 'F1 Print View' command sequence. When you exit from the Viewing mode, the command takes effect immediately. If you save this changed version of the "defaults" file, the colors defined in the \*sc command will take effect as soon as you load Superscript.

### **Defining Screen Colors**

You can define the colors of six separate areas of the screen, using a command that would look something like:

```
*sc0,15,1,9,2,11
```

The first number must follow the \*sc command with no spaces, and the numbers must be separated by commas.

Each number identifies an area of the screen as follows,

1st number	Ink
2nd number	Border
3rd number	Background
4th number	Tabs Line background
5th number	Status Lines text
6th number	Spelling Checker/search and replace highlight

and indicates by its value the color that the corresponding area of the screen is to take.

If you give only one number in the \*sc command, only the color of the ink is defined. If you give two numbers, these establish the colors of the ink and border, but not the background, and so on.

## "DEFAULTS" FILE

Each number can be in the range 0-15. On color screens, the colors available and the values you have to specify to get them are:

<u>Value</u>	<u>Color</u>
0	Black
1	White
2	Red
3	Cyan
4	Purple
5	Green
6	Blue
7	Yellow
8	Orange
9	Brown
10	Light Red
11	Dark Gray
12	Medium Gray
13	Light Green
14	Light Blue
15	Light Gray

### Monochrome Screens

On a monochrome screen, the values 0 and 1 produce black and white respectively. All other values will produce varying shades of gray. When you have defined your \*sc command, view the "defaults" file and the command will take effect immediately.

### Changing Screen Colors from the Keyboard

Once Superscript is loaded, you can change the colors of the ink, border, and background at any time, with combinations of the Commodore key and the number keys 1,2,3, and 4. For more details of this see Changing Screen Colors in the Reference section. You will also find a description of using screen colors in **More About Superscript**.

## "DEFAULTS" FILE

### GLOSSARY AND COMMAND STRINGS

Details of how to define command keys are in **Building Your Own Commands and Glossary** in the **More About Superscript** section of the manual.

You can assign words, phrases, and Superscript commands to keys, and then enter the text or execute the commands with single key commands.

Each phrase or command string that appears in the "defaults" file is automatically made available as a command key. The phrase or string must appear in this form, on a line by itself:

```
*e=/e|←
```

'Run/Stop e' would erase the current line. Lower case 'e' and upper case 'E' can have different meanings.

For successful use of the feature, test your command strings with 'Set Command' before entering them into your "defaults" file.

### PRINTER SET-UP

The next section of the manual covers the topic of selecting your printer type in detail.

A number of Printer Definitions are supplied on the Superscript program disk. When you create a new work disk, Superscript asks for the name of your printer type. It then obtains the specified printer definition from the program disk, and adds it to the layout values and command strings already in the "defaults" file.

So, when Superscript processes the "defaults" file at start-up, it automatically defines the printer for you.

In the "defaults" file, all the lines following the special '\*pd' layout command are part of the printer definition. If you edit your "defaults" file, be careful not to change the printer definition lines by mistake.

Look at the next section for details of how to tailor your printer definition to take advantage of its special features.

**PRINTERS**

**Introduction**

In this section, we try to cover as much about printers as we can. The reason we can't guarantee one hundred percent coverage of the topic is that there are several hundred printers on the market and each one is a pretty complicated machine.

Superscript is designed to work with a number of printer types, rather than with individual printers. Most users will recognize their own printers on the list of types, and so won't have any difficulty deciding which one to use. The next sections explain more about selecting printer type.

**Deciding On Your Printer Type**

We've included a number of printer definitions on your program disk. Below is a list of printers with their corresponding definitions.

<b><u>Printer</u></b>	<b><u>Definition</u></b>
CBM Dot Matrix	cbm dot matrix
CBM Daisywheel	cbm daisywheel
Epson	epson
Diablo	diablo
Qume	diablo
Juki	diablo
NEC Spinwriter	spinwriter
Ricoh 16005	spinwriter

If your printer is not on this list, you have various options:

1. If your printer is completely compatible with one of the definitions in the list, use that definition. Get this from your printer manual or your dealer.
2. If you're not sure whether your printer is compatible with any of the definitions, follow these guidelines:
  - 2.1 If your printer is dot matrix type and a Commodore printer, try the "cbm dot matrix" definition.
  - 2.2 If your printer is dot matrix type but not a Commodore printer, try the "epson" definition.
  - 2.3 If your printer is daisywheel type, you can probably use the "diablo" definition if all the following are true:
    - The printer can backspace/underline.
    - The print head can move in 1/120 inch increments.
    - The printer is not Spinwriter compatible.

## PRINTERS

- 2.4 If your printer is non-diablo daisywheel type, try the "daisywheel" definition. This is not on the list because it's not intended for any single printer, but it is on your disk. This definition assumes that your printer can do a backspace.
3. If you're still unable to decide which definition to try, or if you've tried a likely one and it didn't work, you may have to modify one of the existing ones. This is done with normal Superscript editing commands -- see the section **Modifying Your Printer Definition**.

### Selecting Printer Type

We assume you've read through the previous section and you know which printer type to use.

You need to include the Printer Definition for your printer in your "defaults" file. This can be done automatically.

1. Load Superscript and wait at the Start Up menu. Leave the program disk in the drive.
2. Select the second option, 'Create Work Disk.'
3. When Superscript prompts 'ENTER Printer Type,' key in your printer type, and press 'Return.' Superscript takes the "defaults" file and the printer definition you requested from the disk in the drive and retains it in memory.
4. Follow the prompts and wait while Superscript prepares the new disk. This includes placing a copy of the "defaults" file, complete with the printer definition, on the new disk.

This "defaults" file -- and printer definition -- will be found and processed by Superscript every time you use the disk as the "Existing Work Disk" with the first option on the Start Up menu.

If Superscript is already up and running, you can change printer type with the 'F1 P I P' command sequence, which changes Superscript's internal settings to those on an existing disk. When 'ENTER Printer Type:' appears, make sure there is a disk in the drive that contains the printer definition you want, and enter the printer type (a list of those available is given above). Then press 'Return.'

If your printer isn't working satisfactorily, you may need to:

- \* Modify the printer definition -- see the next section.
- \* Change the interface characteristics -- see **Troubleshooting with the Printer**.

**Modifying Your Printer Definition**

A Printer Definition file is just an ordinary Superscript document. The original printer definitions are supplied on your Superscript program disks. If you need to modify a printer definition, you should first decide which of the originals to modify. The **Deciding On Your Printer Type** section will help you reach a decision.

Then, go through the process of selecting a printer type and including it in your "defaults" file, as described in the **Selecting Printer Type** section.

Next, load the "defaults" file up like an ordinary Superscript document and edit it with the aid of the information and examples in this section.

**The Printer Definition**

The Printer Definition consists of lines of information about the control codes that the printer uses to perform its various functions.

These lines come immediately after the special 'Layout' command '\*pd,' which is only used in the "defaults" file to mark the beginning of the Printer Definition.

Each line of control code information has two parts: numerical values on the left of a colon (:), and explanatory comment on the right.

**When you edit the lines, you must always separate the numerical values from the comment with a colon.**

The lines of the Printer Definition are in eight groups. The following sections explain each group in turn.

**Group 1: Line 1: Screen Width**

This indicates the normal working width of your screen when editing, and is initially set to 40.

**Group 2: Lines 2-6: Interface**

These lines specify the physical characteristics of the interface to the printer. For full details, see the **Printer Interface** section, and the 'Interface' sub-menus in the **Reference** section.

For an **RS232** interface, each line must have a value.

For a **Commodore serial** interface, every line must be present but need not have a value, except the secondary address line. This must be present and a value specified. Its range is 0-255 where values 0 and 128-255 indicate that secondary addresses are not to be used.

## **PRINTERS**

**Important:** if you indicate here that secondary addresses are to be used, then any code in Groups 4 - 8 can be a secondary address. A secondary address is represented by the character "s" immediately before the code. (This applies to CBM printers only.)

For a **Centronics** interface, all lines must be present, but need not have a value.

### **Group 3: Lines 7-17: Printer Characteristics**

These lines define certain basic capabilities of the printer.

Lines 8-9 indicate whether the codes sent to the printer are to be ASCII or CBM. Line 10 indicates which codes are used in the printer definition file, ASCII or CBM.

Lines 14, 15 and 16 indicate whether bold, shadow, and underline printing is to be done internally by Superscript (1) or not (0).

Line 17 is an exception, and allows you to increase or decrease the boldness of boldface printing by varying the number of character overstrikes.

### **Group 4: Lines 18-31: Main Features**

The lines in this group control the features that appear on the main 'Feature' command menu.

The numerical values to the left of the colon are the actual decimal CBM or ASCII codes that Superscript sends to the printer whenever it encounters the corresponding special features character in the text of your document.

For example, if "underline on," the U character, is 27,213,1, these codes will be sent whenever U is encountered. If your printer requires different codes for the feature named in the command, you can replace the given numbers with new ones, and these will be sent to the printer instead.

(If you really want to, you can change both the codes and the comment -- but you'd still have to select the 'Feature' command that corresponded to the original function.)

Notice that the first seven codes switch features ON, and the next seven switch the corresponding features OFF.

**Note.** As Commodore dot matrix printers cannot underline, in the 'cbm dot matrix' printer definition provided with Superscript, the value of the underline feature has been set for "inverse field."

**Group 5: Lines 32-41: Secondary Features**

These lines specify the printer features obtainable from the 'Feature Feature' sub-menu, as commands '1' to '0.'

If you want to add an extra feature, modify one of these lines to contain the codes for the feature you want. For Epson type we have inserted the codes that give access to different language character sets. The languages covered are shown in the comments.

Individual characters that vary by language are explained in Group 8.

**Group 6: Lines 42-50: Pitch**

These lines specify the available alternatives for characters per inch and lines per inch. If there are no numbers to the left of a colon, the corresponding character or line pitch is not available.

**Group 7: Line 51: Printer Initialization**

This single line specifies the codes that are automatically sent to the printer every time you use the 'Print' command. If there are no numbers to the left of the colon, no codes are sent.

You can use this line to set up your printer to use a preferred combination of features. For example, if you have Epson type and you always want to print at 12 characters per inch in italic characters, set this line to:

27,205,27,52:

Often, the codes in the line will appear elsewhere in the Printer Definition as separate items.

A further use for this line is to send printer reset control codes -- useful when a printer is being used by more than one person.

**Group 8: Lines 52-62: Variable Characters**

The lines in this last group define the codes for the character set that varies from language to language, and often from daisywheel to daisywheel.

Your possible actions are:

1. Change a code so that entering a character in the text produces a different effect when the character is printed.
2. Change a code so that it matches a key on a non-American or non-British keyboard.

## **PRINTERS**

### **Editing Rules for the Printer Definition**

1. Numbers must be separated from comments by a colon (:).
2. Numbers in a code sequence must be separated by commas, e.g. 27,193,18:
3. Only 1 code sequence on each line.
4. You can have as many numbers in a sequence as will fit on a line.
5. If a feature is not present or not used, place a colon in column 1.
6. Precede a secondary address with the character "s."

### **Your Modification Doesn't Work!**

Failure can have several causes:

1. Wrong basic printer type.
2. Colon missing.
3. Comma missing.
4. Attempt to use a feature that the printer or the daisywheel does not have.

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.

See also **Troubleshooting with the Printer** below.

**Sending Control Code Sequences to Your Printer**

There are three ways you can send special control code sequences to your printer. The method you use depends on whether you want your features to be temporary or permanent, and whether your printer uses secondary addressing or not.

**Building In Printer Features**

You can build control sequences into a "defaults" file so that they are always readily available.

Define these values in Group 5 of the "defaults" file printer definition -- the Secondary Features -- described earlier. The next time you load Superscript using this "defaults" file, or enter an 'F1 P I P' command, these values will be included in Superscripts internal settings. Then, you can enter the 'F1 F F' command and select the feature you want from the sub-menu '1 2 3 4 5 6 7 8 9 0 Escape Backspace.'

If secondary addresses are found in the "defaults" file, they will be used.

**The 'Layout Enter Feature' Command**

This layout command allows you to send a control code sequence to your printer from within your text. Available from the menus, it is more useful for features that you use only occasionally. It places a command that looks like

\*fe14,15←

in your document.

This command cannot be used for printers without secondary addressing. See the Reference section for further details.

**The 'Secondary Address' Command**

Although this command is not available from the menus, you can place one or more in a document to define features for printers with secondary addressing. It is similar to the \*fe command described above, in that the command is followed by a series of values. Its format is

\*sa<n1>,<n2>,<.....>,<n30>←

The first number is the secondary address to which all the other values, i.e. printer codes, are to be sent. You can specify up to 29 codes after the secondary address.

## **PRINTERS**

### **THE PRINTER INTERFACE**

The physical connection between your printer and computer is called the "Interface." You can define most of the characteristics of your printer interface from within Superscript.

There are two kinds of interface: parallel and serial. You can use only the Centronics parallel interface. You can use a Commodore or RS232 serial interface, but they are handled differently.

### **Commodore Serial Interface**

If you select this option from the Interface menu, Superscript prompts you with the menu '4-Unit 5-Unit 6-Unit.' This enables you to connect several CBM printers to your computer and select, from the menu, which printer you want to use.

Unlike the other interfaces available, the Commodore serial interface can use secondary addresses. The reason for this is that certain CBM printers must specify a secondary address to insure that the correct character set is used, i.e. with secondary addresses, lower and upper case characters will be printed; without secondary addresses, upper case and graphics characters are obtained.

Secondary addresses are defined in the "defaults" file and Superscript always uses any found, although Superscript's initial setting is for no secondary addressing.

### **Parallel Interface (Centronics)**

If you have a Centronics interface, Superscript does not request any further information. A number of Centronics interface cables are available. Whether or not any given cable will work depends on how the pins connect to the user port. The table below shows the connections used for Superscript.

PINS ON 64	Cable PINS
a Ground	33 Ground
b Flag2	10 Acknowledge
c PB0	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

The above settings will work for the majority of printers including Epson, Juki, Canon, Kayaka, Microline, Daisy Step, Kaga, Star, etc.

## PRINTERS

Your interface cable may have been supplied with a software cassette containing a machine code program or "wedge." This addresses the printer and sends the appropriate codes. These programs reside in memory and allow you to operate on your own programs at the same time.

When using Superscript however, you don't need to use any other programs as Superscript has its own printer software.

### RS232 Interface

You can modify any of three interface characteristics:

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

#### **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 and 1 stop," and Superscript is initially set for this.

Check your printer manual to find out your setting. The options are:

- 6 data 1 stop**
- 6 data 2 stop**
- 7 data 1 stop**
- 7 data 2 stop**
- 8 data 1 stop**
- 8 data 2 stop**

If you can't find out, you'll have to try the other five formats in turn.

#### **Data Transfer Speed**

The symptom of incorrect baud rate setting is "garbage" appearing when you try to print, or "losing" characters from printed text.

Read your printer manual to find out what baud rate setting to use. The options are:

- 110**
- 134.5**
- 150**
- 300**
- 600**
- 1200**
- 1800**

## **PRINTERS**

The baud rate is sometimes determined by a switch on the printer, so check your printer switches against the manual.

The most popular settings are 1200 and 300, in that order.

### **Parity**

"Parity" refers to the way the printer checks the accuracy of the data it receives. Many modern printers don't check parity, and Superscript is set for "No parity."

Check your printer manual to find out the parity checking method used. The options are:

**None**  
**Even**  
**Odd**  
**Mark**  
**Space**

### **Line Feed: ON Or OFF**

Most printers automatically do a line feed after a carriage return, and Superscript assumes that your printer will.

There are four possible combinations:

<b>Superscript Line Feed</b>	<b>Printer Line Feed</b>
1. ON	ON
2. ON	OFF
3. OFF	ON
4. OFF	OFF

Combinations 1 and 4 are wrong. 1 will produce double line feed, like double spaced text. 4 will result in all information being printed on one line.

You have control over Superscript's line feed and can switch it on or off at the first 'Printer Interface' sub-menu.

**Changing Superscript's Printer Set Up**

You should now have a good idea what settings Superscript must use for your printer to work properly.

Changing the printer set up is done from the 'Printer Interface' sub-menu.

1. Select printer interface type.
2. If you have a Commodore serial interface, Superscript presents a '4-Unit 5-Unit 6-Unit' sub-menu. Select the appropriate option to indicate your printer. Any secondary addresses found in the "defaults" file will be used.
3. If you have an RS232 interface, Superscript automatically presents the sub-menu for Data Format, Data Transfer Speed (Baud rate), and Parity.
4. You may need to go through the menu more than once until your interface is defined correctly.

## **PRINTERS**

### **TROUBLESHOOTING WITH THE PRINTER**

This section provides a guide to overcoming difficulties when printing. We can't anticipate every possible error, but the most common ones are covered.

Cross References:

**I**      **Printer Interface.**  
**M**      **Modifying Your Printer Definition.**  
**R**      **Reference section.**  
**L**      **Line Feed: ON or OFF.**

<b><u>Symptom</u></b>	<b><u>Possible Cause and Action</u></b>
No output	No power. Off-line. Not connected to computer properly.
Printer error light/tone	No paper. Connector wiring faulty. Ribbon finished. Ribbon not seated. Daisywheel not seated. Paper jam/misfeed.
Prints garbage	Wrong baud rate. (I) Wrong data format. (I) Wrong parity (I). Internal printer switches wrong. Wrong daisywheel.
Garbage between words	Justification on and wrong printer type. (M)
Losing characters	Baud rate too high. (I) Busy signal from printer not connected properly.
Print head malfunction	Wrong control codes. (M)
Double line feed	Both Superscript and printer linefeed on. (L)
Print all on same line	Both Superscript and printer linefeed off. (L)
Unwanted carriage returns	Text line too long for printer carriage.
Text runs past end of paper	Page length ('pl') too long. (R) Wrong top alignment. Printer needs resetting.

## **PRINTERS**

Text starts at wrong column	Printer needs resetting. Printer 'of' or 'eo' offset command present or absent. (R)
Text spread out wrongly	Paragraph marker missing. (R) Margins too narrow. (R)
Text "creeps" up page	Page length ('pl') too short. (R)
Unexpected performance	Wrong control codes.

### **TESTING YOUR PRINTER**

When you've modified your Printer Definition or changed your interface characteristics, you should test the performance of your printer.

We've included a document on the Superscript program disk for this purpose. It's called "printer test."

Load up "printer test" and print it in the normal way with the 'Print Print' command. If you've got your printer definition right, your print-out will demonstrate all the standard features available.

Each paragraph explains what it's supposed to demonstrate, so "printer test" is self-explanatory.

## PRINTERS

### PRINTER DEFINITIONS

This section contains all the Printer Definitions that we've supplied on your Superscript program disks.

The heading tells you what printer(s) the definition applies to, the printer type follows in parentheses.

#### CBM Dot Matrix (cbm dot matrix)

**Note.** As Commodore dot matrix printers cannot underline, in the 'cbm dot matrix' printer definition provided with Superscript, the value of the underline feature has been set for "inverse field."

```
*cm cbm dot matrix mps 801,802,803 etc
Your printer has been defined as :*sk2
CBM Dot matrix*sk2
Press the space bar to continue*sk15
*pd
40: textwidth of editing screen
4: Unit number of printer 0 for centronics 2 for rs232 4+ for serial
255: secondary address for normal printing, 255 = none
5: data bits and stop bits for rs232
6: baud
1: parity
0: 1 if linefeeds required 0 if not
1: 1 if cbm codes required 0 if not
1: 1 if 'cursor down mode' 0 if not
0: 1 if diablo codes 0 if other
0: 1 if spinwriter codes 0 if other
1: 1 if enhance on makes character double 0 if not
0: 1 if printer can do bold by backspacing 0 if not
0: 1 if printer can do shadow by moving 1/120th inch 0 if not
0: 1 if printer can underline by backspace underline 0 if not
0: number of extra character prints when bold in effect
1: 1 if features below described in cbm code
18: Underline on (reverse field)
: Bold on
: Shadow on
: Condense on
14,1: Enhance on
: Superscript on
: Subscript on
146: Underline off (reverse off)
: Bold off
: Shadow off
: Condense off
15,129: Enhance off
: Superscript off
: Subscript off
254: feature 1 (user programmable character)
s13,13: feature 2 (set condense on 8023 type)
s14,13: feature 3 (reset condense on 8023 type)
s15,13: feature 4 (quasi letter quality 8023) from condense mode)
s21,13: feature 5 (reset quasi letter quality mode on 8023)
: feature 6
: feature 7
: feature 8
: feature 9
: feature 0
: set 8
: set 10
: set 12
: set 15
: set 20
```

## PRINTERS

```
:          set 4      Lines/Inch
:          set 6      Lines/Inch
:          set 8      Lines/Inch
:          set 12     Lines/Inch
$5,1,13,63,77,77,33,13: Printer initialise sequence (user char to pound)
35: #
36: $
64: @
91: [
92: E
93: ]
94:
219: shift plus
220: cbm minus
221: shift minus
255: shift uparrow
```

## PRINTERS

### CBM Daisywheel (cbm daisywheel)

```
*cm cbm daisywheel
Your printer has been defined as :*sk2
CBM DAISYWHEEL*sk2
Press the space bar to continue*sk15
*pd
40: textwidth of editing screen
4: Unit number of printer 0 for centronics 2 for rs232 4+ for serial
7: secondary address for normal printing, 255 = none
5: data bits and stop bits for rs232
6: baud
1: parity
0: 1 if linefeeds required 0 if not
1: 1 if cbm codes required 0 if not
0: 1 if 'cursor down mode' 0 if not
1: 1 if diablo codes 0 if other
0: 1 if spinwriter codes 0 if other
0: 1 if enhance on makes character double 0 if not
1: 1 if printer can do bold by backspacing 0 if not
1: 1 if printer can do shadow by moving 1/120th inch 0 if not
0: 1 if printer can underline by backspace underline 0 if not
2: number of extra character prints when bold in effect
0: 1 if features below described in cbm code
27,69: Underline on
: Bold on
: Shadow on
: Condense on
: Enhance on
27,30,3,27,10: Superscript on (Set lpi and do reverse linefeed)
27,30,3,10: Subscript on (Set lpi and do linefeed)
27,82: Underline off
: Bold off
: Shadow off
: Condense off
: Enhance off:
10: Superscript off (Linefeed)
27,10: Subscript off (Reverse linefeed)
27,80: feature 1 (Proportional spacing on)
27,81: feature 2 (Proportional spacing off)
: feature 3
: feature 4
: feature 5
: feature 6
: feature 7
: feature 8
: feature 9
: feature 0
27,31,16: set 8 Characters/Inch
27,31,13: set 10 Characters/Inch
27,31,11: set 12 Characters/Inch
27,31,9: set 15 Characters/Inch
27,31,7: set 20 Characters/Inch
27,30,13: set 4 Lines/Inch
27,30,9: set 6 Lines/Inch
27,30,7: set 8 Lines/Inch
27,30,5: set 12 Lines/Inch
: Printer initialise sequence
35: hash
36: dollar
64: @
91: [
92: £
93: ]
94: up arrow
123: l cb
124: v bar
125: r cb
126: tilde
```

**Epson Matrix Type (epson)**

```
*cm epson
Your printer has been defined as :*sk2
EPSON TYPE*sk2
Press the space bar to continue*sk15
*pd
40: textwidth of editing screen
4: Unit number of printer 0 for centronics 2 for rs232 4+ for serial
255: secondary address for normal printing, 255 = none
5: data bits and stop bits for rs232
6: baud
1: parity
1: 1 if linefeeds required 0 if not
0: 1 if cbm codes required 0 if not
0: 1 if 'cursor down mode' 0 if not
0: 1 if diablo codes 0 if other
0: 1 if spinwriter codes 0 if other
1: 1 if enhance on makes character double 0 if not
0: 1 if printer can do bold by backspacing 0 if not
0: 1 if printer can do shadow by moving 1/120th inch 0 if not
0: 1 if printer can underline by backspace underline 0 if not
number of extra character prints when in effect
0: 1 if features below described in cbm code
27,45,1: Underline on
27,69: Bold on (Emphasised in Epson terms)
27,71: Shadow on (Double in Epson terms)
15: Condense on
14: Enhance on
27,83,0: Superscript on
27,83,1: Subscript on
27,45,0: Underline off
27,70: Bold off
27,72: Shadow off
18: Condense off
20: Enhance off
27,84: Superscript off
27,84: Subscript off
27,82,0: feature 1 US character set
27,82,3: feature 2 UK character set
27,82,7: feature 3 Spanish character set
27,82,1: feature 4 French character set
27,82,2: feature 5 German character set
27,82,6: feature 6 Italian character set.
27,52: feature 7 Italics on
27,53: feature 8 Italics off
27,112,1: feature 9 Proportional print on
27,112,0: feature 0 Proportional print off
: set 8 Characters/Inch
27,80: set 10 Characters/Inch
27,77: set 12 Characters/Inch
: set 15 Characters/Inch
: set 20 Characters/Inch
27,65,18: set 4 Lines/Inch
27,65,12: set 6 Lines/Inch
27,65,9: set 8 Lines/Inch
27,65,6: set 12 Lines/Inch
: Printer initialise sequence
35: # Pound sign or hash
36: $ Dollar sign
64: @ At sign
91: [ Open square bracket
35: £ Pound sign or hash
93: ] Close square bracket
94: ^ Caret
123: Open curly bracket
124: Vertical bar
125: Close Curly bracket
126: Tilde
```

## PRINTERS

### 'Diablo / Qume / Juki' Type (diablo)

```
*cm diablo/qume/juki
Your printer has been defined as :*sk2
DIABLO TYPE*sk2
Press the space bar to continue*sk15
*pd
40: textwidth of editing screen
4: Unit number of printer 0 for centronics 2 for rs232 4+ for serial
255: secondary address for normal printing, 255 = none
5: data bits and stop bits for rs232
6: baud
1: parity
1: 1 if linefeeds required 0 if not
0: 1 if cbm codes required 0 if not
0: 1 if 'cursor down mode' 0 if not
1: 1 if diablo codes 0 if other
0: 1 if spinwriter codes 0 if other
0: 1 if enhance on makes character double 0 if not
1: 1 if printer can do bold by backspacing 0 if not
1: 1 if printer can do shadow by moving 1/120th inch 0 if not
1: 1 if printer can underline by backspace underline 0 if not
2: number of extra character prints when bold in effect
0: 1 if features below described in cbm code
: Underline on
: Bold on
: Shadow on
27,65: Condense on (Use for ribbon change on Diablo)
27,79: Enhance on (Auto bold on if Diablo has wp options)
27,30,3,27,10: Superscript on (Set lpi and do reverse linefeed)
27,30,3,10: Subscript on (Set lpi and do linefeed)
: Underline off
: Bold off
: Shadow off
27,66: Condense off (Use for ribbon change on Diablo)
27,38: Enhance off (Auto bold off if Diablo has WP options)
10: Superscript off (Linefeed)
27,10: Subscript off (Reverse linefeed)
: feature 1
: feature 2
: feature 3
: feature 4
: feature 5
: feature 6
: feature 7
: feature 8
: feature 9
: feature 0
27,31,16: set 8 Characters/Inch
27,31,13: set 10 Characters/Inch
27,31,11: set 12 Characters/Inch
27,31,9: set 15 Characters/Inch
27,31,7: set 20 Characters/Inch
27,30,13: set 4 Lines/Inch
27,30,9: set 6 Lines/Inch
27,30,7: set 8 Lines/Inch
27,30,5: set 12 Lines/Inch
: Printer initialise sequence
35: # hash or pound sign
36: $ dollar
64: @ at sign
91: [ left square bracket
35: £ pound sign or hash
93: ] right square bracket
94: ^ up arrow
123: left curly bracket
124: vertical bar
125: right curly bracket
126: tilde
```

**NEC Spinwriter Type (spinwriter)**

```
*cm:spinwriter
Your printer has been defined as :*sk2
SPINWRITER TYPE*sk2
Press the space bar to continue.sk15
*pd
40: Textwidth of editing screen
4: Unit number of printer 0 for centronics 2 for rs232 4+ for serial
255: secondary address, for normal printing, 255 = none
5: data bits and stop bits for rs232
6: baud
1: parity
0: 1 if linefeeds required 0 if not
0: 1 if cbm codes required 0 if not
0: 1 if 'cursor down mode' 0 if not
0: 1 if diablo codes 0 if other
1: 1 if spinwriter codes 0 if other
0: 1 if enhance on makes character double 0 if not
1: 1 if printer can do bold by backspacing 0 if not
1: 1 if printer can do shadow by moving 1/120th inch 0 if not
1: 1 if printer can underline by backspace underline 0 if not
2: number of extra character prints when bold in effect
0: 1 if following features described in cbm codes
: Underline on
: Bold on
: Shadow on
27,51: Condense on (Use for ribbon change on Spinwriter)
27,42: Enhance on (Auto bold on if nec has wp options)
27,93,81,27,57: Superscript on (Set lpi and do reverse linefeed)
27,93,81,10: Subscript on (Set lpi and do linefeed)
: Underline off
: Bold off
: Shadow off
27,52: Condense off (Use for ribbon change on Spinwriter)
27,44: Enhance off (Auto bold off if nec has wp options)
10: Superscript off (linefeed)
27,57: Subscript off (reverse linefeed)
: feature 1
: feature 2
: feature 3
: feature 4
: feature 5
: feature 6
: feature 7
: feature 8
: feature 9
: feature 0
27,93,79: set 8 Characters/Inch
27,93,76: set 10 Characters/Inch
27,93,74: set 12 Characters/Inch
27,93,72: set 15 Characters/Inch
27,93,70: set 20 Characters/Inch
27,93,91: set 4 Lines/Inch
27,93,87: set 6 Lines/Inch
27,93,85: set 8 Lines/Inch
27,93,83: set 12 Lines/Inch
: Printer initialise sequence
35: # hash or pound sign
36: $ dollar
64: @ at symbol
91: [ left square bracket
35: £ pound sign or hash
93: ] right square bracket
94: up arrow
123: left curly bracket
124: vertical bar
125: right curly bracket
126: tilde
```



SUPERSCRIPIT REFERENCE MANUAL

REFERENCE GUIDE

1. Overview of the menu structure.
2. Basic facts about Superscript, including Loading, How To Use Command Menus, Control Keys, and Help.
3. Detailed explanations of all commands, arranged in menu order.

You can use the **Table of Contents** and the Index to help you find the topic you want.

GETTING OUT OF COMMANDS



From any point into EDIT.



To previous menu or activity.



From system lock into EDIT mode.

## MAIN MENU OVERVIEW

### MAIN MENU COMMANDS

You obtain the primary command menu by pressing the 'F1' key. The menu includes the following commands:

Go Erase Area Print Document Set Tab Layout Quit Calc Feature Help
---

**Note.** Generally, the '>' symbol after a command denotes a sub-menu of further commands. We define these commands in the relevant primary command section, as indicated by the page number on the right. As every command on the main menu accesses a sub-menu, the '>' symbol has not been used.

**GO**



Page 17

Move cursor.

Start End Top Bottom Left Right Number Up Down Previous
--

This command presents a menu of commands for moving the cursor around your screen and document.

**ERASE**



Page 20

Erase functions.

Character Word Endofline Line Block Sentence Paragraph Rest All
--

Use these commands when you want to erase portions of text. A portion can be any size, from the whole document down to a single character.

**AREA**



Page 23

Edit text area.

Block Repeat Move Table Case Format Goto Insert
--

When you need to cut and paste parts of your text, use these menu commands.

**PRINT**



Page 27

Print or view current document.

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

Use these commands to print or view your document, having first made special selections such as number of copies, and starting page number. The 'Interface>' sub-menu leads to the commands for selecting and defining your printer correctly.

**DOCUMENT**



Page 34

Filing, merge, spell and disk functions.

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

Use these commands when you want to move your document between your work area (the screen) and your filing system (the disk). The 'Merge>' sub-menu gives you access to commands for mail merge functions. The 'Spell>' sub-menu allows you to check your document against the spelling word dictionary. The 'Utility>' sub-menu gives you access to all the commands for direct disk operations, such as 'Backup' and 'Erase.'

**SET**



Page 56

Set mode, text, or search functions.

Insert Layout Hyphen Numeric Decimals  
Join Wordwrap Text Command Search>

Use these commands to change modes of operation, insert the layout command character, insert "hard" spaces and "soft" hyphens, set up strings of commands for one touch execution, or carry out "Search and Replace" operations.

## MAIN MENU OVERVIEW

**TAB**



Page 64

Standard, numeric, and line tabs.

```
Tab Back Set Release Numeric Clear  
Default Line>
```

These commands are for setting up the tab positions for quick movement around the screen. You can choose standard, numeric, or line tabs.

**LAYOUT**



Page 69

Define document appearance.

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

Use this menu to place layout commands in the text of your document to control its printed appearance. Layout commands do not affect the document while you're editing it, only when you print or view it. They do not appear in the printed text.

**QUIT**



Page 86

Exit Superscript.

```
No Yes
```

Use this command to quit Superscript, abandoning any text in memory.

**CALC**



Page 87

Calculator and math functions.

```
Zero View Add Subtract Multiply Divide  
Percent Result Table Line Column
```

With this menu of commands you can use Superscript's calculator and arithmetic functions. The calculator can be either interactive, accepting the values you key in, or it can act on values in the text. There are also commands for adding up lines and columns of figures.

**FEATURE**



Page 93

Select printer feature.

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

Use these commands to obtain standard printer features such as boldface and underlining. The 'Feature>' sub-menu allows you to use any special features that you have defined in your "defaults" file as part of your printer definition. See Modifying Your Printer Definition.

**HELP**



Page 97

Get help.

Use either of these commands when you want general help about Superscript features that are not covered in the menu command help messages.

Help covers two topics:

1. How to execute menu commands, exit menu commands, quit functions and repeat commands.
2. The Control Commands.

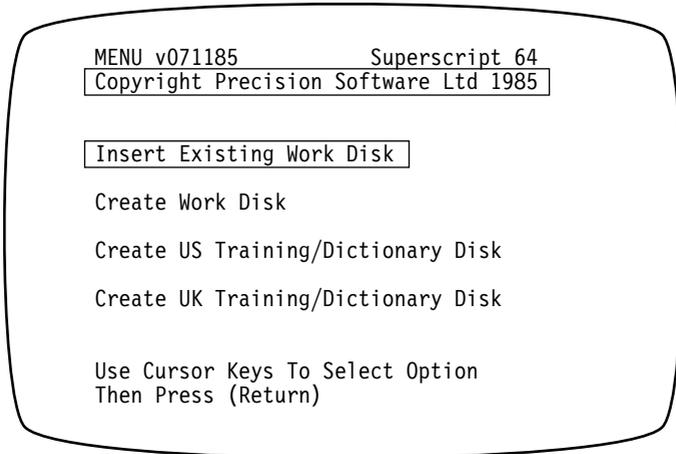
## BASIC FACTS

### LOADING SUPERSCRIPT

1. Connect all equipment.
2. Switch on the monitor, printer, computer, and disk drive.
3. On the screen you'll see the Commodore copyright notice and the message "READY."
4. Type 'LOAD "SS",8,1.'

The Superscript logo will appear within a few seconds, then the screen border will flash to tell you that Superscript is loading.

When loading is complete, you'll see this menu:



**Normal Work.** Insert any work disk and press 'Return.' Superscript expects to find a file called "defaults" on the disk. If Superscript doesn't find "defaults," you'll get a "file not found" message. You can continue to work normally, using Superscript's internal printer settings, which are initially set up for a CBM dot matrix printer.

**New Work Disk.** Highlight the 'Create Work Disk' option and press 'Return.' Superscript requests the name of your printer type. A list of the types you can choose from is given below.

**Printer**

CBM Dot Matrix  
CBM Daisywheel  
Epson  
Diablo  
Qume  
Juki  
NEC Spinwriter  
Ricoh 1600S

**Definition**

cbm dot matrix  
cbm daisywheel  
epson  
diablo  
diablo  
diablo  
diablo  
spinwriter  
spinwriter

If you need any more help see Deciding On Your Printer Type in the Printers section.

Superscript reads the appropriate printer definition from the program disk and stores it. Next, you see a prompt to enter the disk that is to become the new work disk. Place the blank disk, or one that you want to recycle, in the drive and press 'Return' to confirm that you want to continue.

Superscript then requests a disk name and identity for the disk -- these identify the disk. Disk name can be up to 16 characters and must not contain any of the following: \$ # " , ? \* : or @. Disk id must be 2 characters. Remember to press 'Return' after entering both the name and the identity.

Superscript creates the "defaults" file on your new disk, complete with the printer definition, and gives the disk the name and id you entered. When the disk is ready, you are returned to the Edit Screen and can start work.

**When Learning.** Highlight the appropriate 'Create Training/Dictionary Disk' option, press 'Return,' and indicate whether you have a single or dual-drive system. Superscript does a special backup of your program disk and copies a set of example files (and the relevant dictionary files) onto a new disk, which you can use as a Training Work Disk and as a Dictionary Disk. You are asked to enter the name of your printer type -- look at the list given above for guidance. Superscript automatically gives the disk a name and identity for you (disk name and identity are also described above). When you come back to the Start Up menu, just leave the Training Work Disk in position, and press 'Return' to start work.

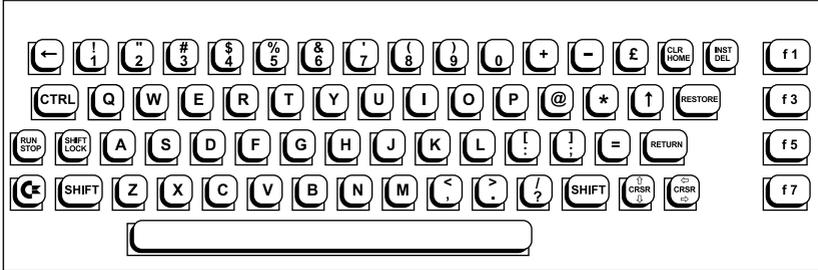
**Dictionaries.** You create a dictionary disk in exactly the same way that you create a training disk, described above.

See **Checking Your Spelling** in the **More About Superscript** section for an explanation of how to set up and use Superscript's spelling checker and your choice of American or British dictionary disk.

## BASIC FACTS

### DIRECT KEYBOARD COMMANDS

#### The Commodore 64 Keyboard



Below, we show the special keys on the keyboard, and give typical examples of how they are used.



The 'Control' key is always used with another key such as the 'E' key, which moves the cursor to the start of the next word.



You can assign a string of commands or characters to a key, and use this key to execute the string.



This key is always used with another, such as the I key, to change the color of the screen text.



Use this key to move the cursor to the top left corner of the screen. Use it with the 'Shift' key to go back to the beginning of the document.

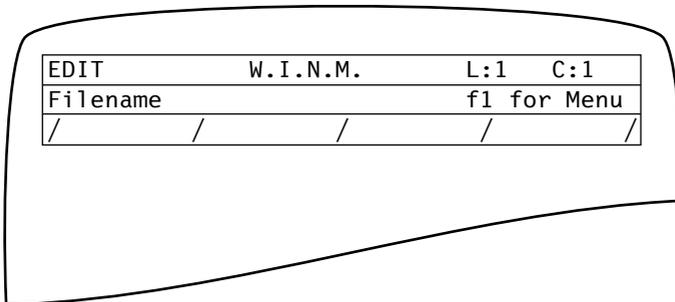


Use this key to delete the character to the left of the cursor. Use it with the 'Shift' key to insert a space.

**THE FUNCTION KEYS**

- f 1** Use the 'F1' key to display menus and sub-menus at the top of the screen.
- f 2** Use the 'F2' key when you want to load a document. This is a fast way of entering the 'F1 Document Load Space/Bar' command sequence.
- f 3** Use the 'F3' key to display the previous menu at the top of the screen.
- f 4** Use the 'F4' key when you want to check the spelling of a document. This is a fast way of entering the 'F1 Document Spell' command sequence.
- f 5** Use the 'F5' key when you want to preview a document before printing it. This is a fast way of entering the 'F1 Print View' command sequence.
- f 6** Use the 'F6' key when you have interrupted a preview of a document and want to resume previewing.
- f 7** Use the 'F7' key to move the cursor forward to the next tab position.
- f 8** Use the 'F8' key to get Help screen information. This is described in detail later in this section.

**THE EDIT SCREEN**



## **BASIC FACTS**

### **HOW TO USE COMMAND MENUS**

Start using Superscript by browsing through the menus.

1. Press 'F1' for main menu.
2. 'Cursor Right' or 'Cursor Left' to highlight command.
3. Press 'Return' to execute command.

Every main menu command displays a sub-menu. Use exactly the same steps as above to select any command or further sub-menu. Use 'Control-Q' to quit the menu and go back to your Editing screen.

### **BYPASSING COMMAND MENUS**

Once you know the command you want, you can cut out the cursor movement step.

1. Press 'F1' from main menu.
2. Press initial letter of command.

Superscript executes the command immediately -- so don't press 'Return.'

## **HELP**

There are two kinds of help: Help messages and Help screens.

Help messages are the one line explanations of commands that you see when you move the highlight around the menus.

Help screens are viewed with the command:



Help covers two topics:

1. How to execute menu commands, exit menu commands, quit functions and repeat commands.
2. The Control Commands.

You can then flip through the available help with 'Return,' or use 'Control-Q' to go back to your Editing screen.

**CONTROL KEY COMMANDS**

All the letter keys on the keyboard have a different effect if you press them while holding down the 'Control' key. Some of the keys are pre-assigned and can't be changed, but we have made it possible for you to perform many often used menu commands with 'Control' keys as well.

You'll also find a list of all the 'Control' key commands in Appendix D. They're given in alphabetic order for quick and easy reference.

**Commands You Should Know**



**Quit.** Use this command to quit any function, including viewing and printing.



**Repeat.** Use this command to repeat any menu command. It does not repeat a 'Control' command, or cursor movement.

**Cursor Movement Commands**



**Beginning of text.** Moves the cursor to the start of your document.



**End of text.** Moves the cursor to the end of your document.



**Next word.** Moves the cursor to the first character of the next word.



**Previous word.** Moves the cursor to the first character of the previous word.



**Next paragraph.** Moves the cursor to the first character of the next paragraph.



**Previous paragraph.** Moves the cursor to the first character of the previous paragraph.



**Previous line.** Moves the cursor to the last column on the previous line. When repeated, moves the cursor to the last text character on the line.



**Previous character.** Moves the cursor left one character.

## BASIC FACTS



**Next character.** Moves the cursor right one character.



**Previous line.** Moves the cursor up one line.



**Next line.** Moves the cursor down one line.



**Tab forward.** Moves cursor to next tab position.



**Back Tab.** Moves the cursor to the previous tab position.

## Text Commands



**Change case.** Changes the case of the word or part of the word under and to the right of the cursor.



**Clear entry.** Clears the whole word or string of characters the cursor is on. Does not close up the text.



**Delete word.** Deletes the characters from the cursor to the beginning of the next word, including spaces. Closes up the text.



**Layout character.** Enters the document layout character in text.



**Insert space.** Inserts a space at the position of the cursor.



**Insert on/off.** Switches 'Insert' mode on. Repeat to switch 'Insert' off again.



**Append block.** Copies the "current block" at the cursor position.



**New line.** Breaks the line at the cursor position with a paragraph marker and moves the rest of the line to the next line.

## BASIC FACTS



**Terminate line.** Terminates the line at the cursor position with a paragraph marker and erases the rest of the line. Moves the cursor to the beginning of the next line.



**Reformat document.** Processes your whole document to remove "split" words at the ends of lines. 'Wordwrap' must be operative.



**Reformat paragraph.** Processes the paragraph the cursor is in with the same effect as Control-X.' 'Wordwrap' must be operative.



**Executes command.** Enters the current commands or marks the end of a paragraph.

The 'Control' key options enable you to include these commands in 'Run/Stop' key commands. See **RUN/STOP KEY COMMANDS**.

### REPEAT COMMAND

You can use 'Control-R' to repeat the last menu command selection.

This is very useful when you have to perform one command several times in succession.

For example, if you need to set six numeric tabs, first clear the existing tabs and then use the command 'Tab Numeric' at the first cursor position. For the other tabs, all you need do is move the cursor to the next position and use 'Control-R.'

'Control-R' does not repeat other 'Control' key commands, 'Run/Stop' commands, or cursor movement.

Other typical situations where 'Control-R' is useful are:

- Moving up or down a screen.
- Erasing a word or a line.
- Performing calculations.
- Performing line or column addition.
- Viewing the directories of disks.
- Setting merge document markers.
- Viewing or Printing a document.

## BASIC FACTS

### EDITING PROMPT ENTRIES

You can use certain basic editing commands to alter what you type in response to Superscript's prompts on the top Status Line.



Move cursor left.



Moves cursor right.



Deletes character left.



Clears entry.

The '?' character has special meaning in search strings and in spelling dictionary checking. The '^' has special meaning in heading and footing text. See the appropriate sections for details.

### RUN/STOP KEY COMMANDS

You can use the 'Run/Stop' key to execute any command that you have previously stored with 'Set Command.'

This command allows you to assign strings of text and/or strings of characters that represent many commands to any of the keys on the keyboard. The assigned text and command characters are known as a "command string."

You can store command strings in memory or on disk in your "defaults" file. Command strings stored in a "defaults" file are available each time you load Superscript using that "defaults" file; or, you can use the 'F1 P I P' command to replace Superscripts internal settings with the values in that "defaults" file, without reloading Superscript.

To execute a command string, you press 'Run/Stop' followed by the key that has the command string assigned to it.

#### **Example**

The key 'A' has been assigned the string: `/dlmyfilefm`

This represents:

'F1 Document Load myfile <Return>'

'Run/Stop A' will load the file in one go. See **Building Your Own Commands and Glossary** for further details.

**CHANGING THE SCREEN COLORS**

You can assign different colors to different parts of the screen, which is apportioned as follows: the border, ink (or text), the main screen background (or paper), the Tabs Line, the Status Lines text, and the spelling checker/search and replace highlight color. You can change the color of the first three of these from the keyboard.

 -  Change text color.

 -  Change border color.

 -  Change background.

With the Commodore key held down, repeatedly pressing one of the number keys shown will cause the corresponding area of the screen to cycle through all the available colors.

You can also define a \*sc command and View it to get the screen colors you want immediately. If you then place the \*sc command in the "defaults" file and save the file, those screen colors will take effect each time you load Superscript. For full details of this, see **The "Defaults" File**.

After changing the screen with the Commodore and 1,2, or 3 keys, then

 - 

restores the screen to the colors defined by the most recent \*sc command. This is usually a single \*sc command in the "defaults" file defining the Start-Up colors.

On color monitors, the colors available are:

- 0 Black
- 1 White
- 2 Red
- 3 Cyan
- 4 Purple
- 5 Green
- 6 Blue
- 7 Yellow
- 8 Orange
- 9 Brown
- 10 Light Red
- 11 Dark Gray
- 12 Medium Gray
- 13 Light Green
- 14 Light Blue
- 15 Light Gray

On a monochrome screen the colors comprise black, white and a range of grays.

## **BASIC FACTS**

### **THE CONFIRMATION SUB-MENU**

Superscript uses a standard sub-menu to give you a chance to double-check before erasing the document in memory. This is called the "Confirmation Sub-menu." The choices are

Proceed Abandon
-----------------

You select your command in the normal way.

The Confirmation sub-menu appears during the processing of many commands, but only if there is some text in memory and the command will destroy memory text, such as 'Erase All.'

THE GO COMMAND

GO

Move cursor.



Moves your cursor quickly to selected places on the screen or in your document.

GO commands available are:

Start	End	Top	Bottom	Left	Right
Number	Up	Down	Previous		

GO START

Go to start of text.



Moves the cursor to column 1, line 1 of your document. You can achieve the same effect with 'Shift-Clear/Home.'

<b>Control Key</b>
<b>Alternative</b>

Control-B
-----------

Go to beginning of text.

GO END

Go to end of text.



Moves the cursor to the last character of your document.

<b>Control Key</b>
<b>Alternative</b>

Control-G
-----------

Executes the same command.

GO TOP

Go to top of screen.



Moves your cursor to the top of the screen, in the same column.

## GO

### **GO BOTTOM**

Go to bottom of screen.



Moves the cursor to the bottom of the screen, in the same column.

### **GO LEFT**

Go to left of screen.



Moves the cursor to the left-hand edge of the screen on the current line. If necessary, use 'Control-R' to repeat the command and go to the left end of a line that's wider than 40 columns.

### **GO RIGHT**

Go to right of screen.



Moves your cursor to the right-hand edge of the current screen, normally column 40. As above, repetition of the command with 'Control-R' will get to the right end of a line that's wider than the screen.

### **GO LINE NUMBER**

Go to line number entered.



When you want to move to a particular line use this command. Superscript prompts 'ENTER Line Number.' Enter the line number you want and press 'Return.' The cursor moves to the first character of the line specified.

The line is displayed as the second line from the bottom of the screen, unless it is one of lines 1-20. To find out the maximum number of lines in the text area enter 999 at the prompt. The cursor goes to column 1 of the last line of the text area.

### **GO UP**

Move up a screen.



Displays the previous 21 lines of your document without changing the position of the cursor on the screen. The line at the bottom of the screen when the command was entered remains visible to provide continuity.

**GO DOWN**

Move down a screen.



Displays the next 21 lines of your document or unused text area, without changing the position of the cursor on the screen. The line at the top of the screen when the command was entered remains visible to provide continuity.

**GO PREVIOUS**

Go to right end of previous line.



Moves your cursor to the last column position of the previous line. If repeated (use 'Control-R'), moves the cursor to the last text character on that line. This is useful for moving up the right-hand edge of the text to modify Superscript's 'Document Layout' commands.

<b><i>Control Key Alternative</i></b>
---

Control-Y
-----------

Executes the same command.

## ERASE

### THE ERASE COMMAND

#### ERASE

Erase functions.



Use these commands when you want to erase portions of text. A portion can be any size, from the whole document down to a single character.

Character Word Endofline Line Block Sentence Paragraph Rest All
--

#### ERASE CHARACTER

Erase character to left of cursor.



Place the cursor immediately to the right of the character to be erased. Key in this command. The character to the left of your cursor is erased and text to the right closes up. This action is normally achieved with the 'Inst/Del' key. We include it as a menu option so you can specify it as part of a Superscript command string.

#### ERASE WORD

Erase from cursor to next word.



Erase the word or part of the word to the right of the cursor, including the character the cursor is on. The command also erases spaces, leaving the cursor actually on the start of the next word. The 'Erase Word' command closes up the text, so it's very useful for "pulling" words or whole lines over to the left, or up onto the previous line. If you want to move a whole column, the 'Area Table' command may be what you need.

<b><i>Control Key Alternative</i></b>
---

Control-D

Delete word or part of word to the right of the cursor.

#### ERASE ENDOFLINE

Erase from cursor to end of line.



Erase from the cursor position to the end of the current line. Use this command to get rid of unwanted text.

**ERASE LINE**

Erase current line.



Erase the whole line marked by the cursor. The cursor ends up in column 1 of the next line. Use 'Control-R' to repeat when you need multiple lines erased.

**ERASE BLOCK**

Define block from cursor on and erase.



Use this command to erase a block of text. First you are prompted 'Use Cursor to Mark Block.' Now use the 'Cursor Down' or 'Cursor Right' key to highlight the exact block you want to erase, and press 'Return' to erase it. You can use 'Cursor Up' and 'Cursor Left' keys to shorten the block, but you can't extend the block above the point where it begins.

The character the cursor is flashing on is not part of the block. To cancel the operation, move the cursor back to the beginning of the block and press 'Return.'

**ERASE SENTENCE**

Erase from cursor to next ! ? or .



Erase all the text between the cursor and the end of the sentence. Superscript understands a sentence as text ending with a period (full stop), exclamation or question mark, followed by space. The cursor ends up on the period (full stop), exclamation or question mark.

**ERASE PARAGRAPH**

Erase from cursor to next para marker.



Erase all the text between the cursor and the end of the paragraph the cursor is in. Superscript defines a paragraph as text ending with a paragraph end marker (the cr character). The cursor ends up on the paragraph marker.

## ERASE

### ERASE REST

Erase text from cursor on.



Erase all text between the cursor and the end of the document. Superscript pauses and prompts you with the Confirmation sub-menu: 'Proceed Abandon.' 'Proceed' is always highlighted, so all you need to do is press 'Return' to erase the text.

You can get out of this situation safely in one of three ways:

Highlight 'Abandon' and press 'Return.'  
Press 'A'  
Control-Q

### ERASE ALL

Erase all text.



Erase all text in the current document. This does just as it says -- it clears out your text completely. Since it's such a drastic command, if you have any text in memory Superscript pauses and prompts you with the Confirmation sub-menu: 'Proceed Abandon.' 'Proceed' is always highlighted, so all you need to do is press 'Return' to erase the document.

You can get out of this situation safely in one of three ways:

Highlight 'Abandon' and press 'Return.'  
Press 'A'  
Control-Q

**THE AREA COMMAND****AREA**

Edit text area.



Often you will want to work with areas of text larger than a single character or word. The 'Area' commands allow you to define an area of text, which you can then manipulate in various ways. The only partial exception is the 'Area Insert' command, which simply inserts a blank line in the text.

Block Repeat Move Table Case Format Goto Insert
--

**AREA BLOCK**

Define a block of text.



You must use this command to define a block before manipulating it with other 'Area' commands. You can have blocks of any size, ranging from a few characters to very large text areas. Place the cursor at the start of the block of text to be worked on. Enter this command.

You are prompted 'Use Cursor To Mark Block.' Now move the cursor down and across to mark the exact block you want and press 'Return.' The character the cursor is on is not part of the block. We refer to the block you have marked as the "current block." The current block is used by the other commands in this sub-menu.

You can't extend your block to the left or above the cursor start position. If you wish to do this, cancel your block by returning to the start position and pressing the 'Return' or the 'Cursor Left' key. Then reposition your cursor and start again.

**REPEAT BLOCK**

Copy current block at cursor position.



Place the cursor at the point in your document where you want the current block to be repeated. Enter this command. The current block is inserted at the cursor position. The cursor ends up at the end of the repeated block. The original block is not affected. To repeat the current block more than once, move the cursor to the

## AREA

second position and use the repeat command 'Control-R.'

<b>Control Key Alternative</b>
------------------------------------

Control-A
-----------

Copy current block at cursor position.

### MOVE BLOCK



Move current block to cursor position.

Place the cursor at the point in your document where you want the current block to appear. Enter this command. The current block is moved to the cursor position and erased from its original position. You cannot repeat this command, as there is no current block after using it.

### MOVE TABLE



Define and move column block.

This command is mainly intended for moving discrete columns within the text, such as columns of figures, or lists with just a few words on each line. It's not intended to help you do two column printing. The command can be very useful for repositioning columns on the screen, but remember to take your margins into account or you may get layout errors when you try to print.

When working with columns, text is overwritten by the column being moved, so it's a good idea to use an extra wide text width and insert some extra lines, to give yourself room to work. Remember, the text width for editing is quite different from the layout margins for printing. Place the cursor at the top left corner of the column block you want to move. Enter this command.

Superscript prompts 'Use Cursor To Mark Table.' Use the 'Cursor Right' key to move along the top of your column block. Then use the 'Cursor Down' key to move down the right hand side of the block, tracing out the two sides of a rectangle. The highlighted characters, including the cursor character, are part of the block.

Press 'Return,' and the cursor returns to the top left corner of the marked block.

The prompt reads 'Use Cursor to Move Table.' With any of the cursor keys, move the column block to its new position and press 'Return.' This ends the operation.

**CHANGE CASE**

Change case of current block.



This command changes the case of the current block in three possible ways.

1. If the first character of the block is lower case, the whole block is changed to upper case.
2. If the first two characters of the block 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 character is lower case, the first character is changed to lower case.

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

<b><i>Control Key</i></b>
<b><i>Alternative</i></b>
Control-F

Change the case of the word or part word to the right of or under the cursor.

**FORMAT PARA**

Reformat current paragraph.



This command tidies up any lines with words that extend from one line to the next.

Use the command after you have deleted characters or blocks within a paragraph and wordwrap has been lost.

<b><i>Control Key</i></b>
<b><i>Alternative</i></b>
Control-Z

Reformat current paragraph.

<b><i>Control Key</i></b>
<b><i>Alternative</i></b>
Control-X

Reformat your document. There may be a short delay with a long document.

## AREA

### **GOTO BLOCK**

Go to and highlight current block.



Use this command when you want to find the currently marked block quickly. Your cursor moves to the start of the block and the whole block is highlighted.

Your next activity cancels highlighting.

### **INSERT LINE**

Insert a blank line.



When you enter this command a blank line is inserted above the line the cursor is on. A paragraph marker is placed in column 1 of the blank line, and the cursor ends up on the paragraph marker.

THE PRINT COMMAND

PRINT



Print or view current document.

Use the commands on this sub-menu to print or view your document. There are a number of Print Run Options you may choose from before you use the main print or view commands -- the first four on the menu ('View,' 'Resume,' 'Print,' 'Store'). You can of course skip the options and print or view immediately. The 'Interface' sub-menu lets you define the type of printer you're using and the interface to it.

In this section we depart from the menu order and explain the Print Run Options first, followed by the main print or view commands, and ending with 'Interface.'

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

P R I N T R U N O P T I O N S

You can select various PRINT RUN OPTIONS before viewing or printing. The options are:

From# Merge Link Copies Wait Odd Even
---------------------------------------

You select any option either by typing its initial letter or by highlighting it and pressing 'Return.'

When you select an option, Superscript shows it in upper case. The highlight returns to 'View' until you select your main print or view command.

You can deselect any upper case option by repeating the selection process. The option is then shown in lower case letters.

If an option needs a name or value, Superscript waits until you've selected your main print or view command before requesting information. Enter the information and press 'Return.' The options that need information are 'From,' 'Merge,' 'Link,' and 'Copies.'

## **PRINT**

### **FROM#**

Select starting page number.



This command allows you to specify the page number from which output is to begin.

Superscript automatically keeps track of the page number whether or not you have an actual page number character (#) in your heading or footing.

All documents are assumed to start at page 1 unless a '\*pn' layout command in the text specifies a different value.

When you select a print or view command to begin output, Superscript prompts 'ENTER Page Number.' Enter a number and press 'Return.'

### **MERGE**

Merge list with current document.



This command is used to specify a list of names and addresses or file of invoice data, etc., for merging with a standard letter or form. The list is a file on disk, and is called the "Merge List." On entering 'Print' or 'View' you are prompted 'ENTER Merge List Name.' Enter the name of the merge list on disk that contains the data for merging into your document. You can use the screen to check your merged output before printing, but remember to reset the merge list before beginning the print run proper (see 'Document Merge Reset').

### **LINK**

Print chain of documents.



When you want to output a series of linked documents use this command.

Linked documents are always taken from the disk. If the document you're working on is part of the chain, even if it's the first one, you must file or replace it on the disk before you do a linked print run. Every document in the chain must be linked to the next with the layout command '\*lk.'

After you select your print or view command, Superscript prompts you with the Confirmation sub-menu if there is any text currently in memory.

If you confirm the command, Superscript prompts 'ENTER Linked Document.' Enter the name of the first document in the chain you wish to output -- this can be any document in the chain.

**COPIES**

Select number of copies.



Use this command to select the number of copies you require.

When you select a print or view command Superscript prompts 'ENTER Number Of Copies.' Enter the number of copies you require, and press 'Return.' The maximum number is 99. As you output your document copies, the counter on the first Status Line decrements.

**WAIT**

Wait at end of each page.



Superscript normally prints without pausing at the end of each page. (This is not the case with 'View,' which pauses automatically.) If you want the print run to pause at page breaks, select this option.

**ODD**

Print only odd numbered pages.



Use this command when you want to 'Print' or 'View' only the odd numbered pages. This command and the one below are useful when you're printing on both sides of the paper.

**EVEN**

Print only even numbered pages.



Use this command when you want to 'Print' or 'View' only the even numbered pages.

P R I N T   O R   V I E W   C O M M A N D S

When you have selected your Print Run Options, you can choose one of the four main output commands:

View Resume Print Store

## PRINT

### VIEW



See current document as printed.

Use this command to display your document on screen as it will appear when printed. The screen is called the "Viewing" screen as opposed to the "Editing" screen. The first part of the first page of the document appears on the screen. If Superscript finds any error in the layout, it stops, shows an error message, and positions the cursor next to the error. For individual error messages, see Appendix A.

You can select this command quickly by pressing the 'F5' key. Once the display has started, you can control it with the following keys:



Display the next line of the document. Hold it down for continuous display down to the page break.



Move down quickly.



Stop moving down.

Additional keys for wide screen viewing are:



Scroll to the left.



Scroll to the right.



Jump 20 columns.



Restore the left margin.

**Page and Copy counters.** The line and column counters are replaced by page and copy counters. 'P' shows the current page; 'X' shows the number of copies still to be printed, including the current copy.

**Page break.** The end of a page is determined by the setting for page length with the '\*pl' layout command. The standard page length is 66 lines, including top and bottom margins, headings, and footings.

The end of a page, or "page break," is shown by a highlighted line of dashes at the bottom of the screen.

## PRINT

At a page break, you can continue by using one of these commands:

**C** Continue onto next page by showing first line.

**V** View part of the next page or change to screen display.

**P** Print the next page.

**S** Switch output from non-continuous to continuous.

**Stop Viewing.** You have three possible ways of leaving the Viewing screen and returning to the Editing screen:

**CTRL-Q** Cursor ends up exactly where it started.

**f3** or **RUN STOP** Cursor ends up on the line of text that was at the bottom of the Viewing screen.

## RESUME

Continue viewing from current page.

**f1** **P** **R**

This command displays your document, starting at the top of the last page viewed. Controls for viewing are as described above.

You should use this command to restart your viewing after breaking into the Editing screen mode to fix a mistake. In a long document, there'll be a short pause before Superscript catches up with the current page. The Page Counter traces this process.

You can select this command quickly by pressing the 'F6' key. Use 'F3' to interrupt viewing when you intend to 'Resume' viewing your document.

## PRINT

### PRINT



Begin printer output.

This command works in a very similar way to the 'View' command. Select your print run options, then press 'P.' Superscript prompts for any information it needs and then starts the print run. Printing is always continuous unless you specify 'Wait' (see above) as one of your options.

You can also pause printing by pressing the space bar once. The Activity Indicator, 'PRINTING,' is highlighted during the pause. Press the space bar again to restart printing. If your printer has a large buffer, it may take several seconds before printing stops.

To interrupt printing, use the same controls as for 'View.'

### STORE



Begin output to disk file.

Outputs your document in printed form to disk for use with other programs or for typesetting. All the print run options are valid for this command.

### INTERFACE



Menu for printer interface options.

Use this command if you need to change the characteristics of your printer interface. For normal operation we recommend that you link your regular printer file to your "defaults" file. Then your printer will be set up when Superscript is loaded. See **The "Defaults" File** for more details on this.

You are prompted 'Serial Centronics RS232 Printer Auto-LF No-LF.' Select your printer interface type.

**Serial.** If you have a Commodore serial interface, Superscript displays the sub-menu '4-Unit 5-Unit 6-Unit.' As this interface enables you to connect up to three printers to your computer, select the option that represents the printer you want. If in doubt, select '4-Unit.'

**Centronics.** If you have a Centronics interface, Superscript does not request further definition of the interface.

## PRINT

**RS232.** If you have an RS232 interface, Superscript requests further information (see below).

**Printer.** A number of Printer Definition Files are supplied on your program disk. Normally, the definition for your standard printer is included in your "defaults" file when you create a new work disk from the Start Up menu. However, you can use this command to select another printer for the current session.

Insert a disk that contains the printer definition you want into the current drive. If you have text in memory you must confirm the command before proceeding, when Superscript presents the Confirmation sub-menu. You can then either enter the name of a printer or select one after pressing the space bar to obtain a list of the disk contents. Wait while Superscript finds and processes the definition you want.

**Line Feed.** You can select or deselect automatic line feed following carriage return on the printer. Select from 'Auto-LF NO-LF' on the first 'Interface' sub-menu.

### FURTHER SUB-MENUS: RS232 INTERFACE ONLY

If you select the RS232 option, you need to provide further information.

**Data Format.** Select the correct data format from the sub-menu:

1-6Data1Stop 2-6Data2Stop 3-7Data1Stop 4-7Data2Stop 5-8Data1Stop 6-8Data2Stop
--

**Baud Rate.** Select the correct data transfer speed.

1-75 2-110 3-134.5 4-150 5-300 6-600 7-1200
--

If you aren't sure which to select, try '6-1200' or '3-300' first.

**Parity Type.** Select the correct parity setting:

1-NoParity 2-Even 3-Odd 4-Mark 5-Space
--

For a step by step guide to redefining your printer interface, look at the section **Changing Superscript's Printer Set-Up**.

## DOCUMENT

### THE DOCUMENT COMMAND

#### DOCUMENT



Filing, merge, spell, and disk functions.

Use these commands when you want to move your document between your work area (the screen and memory) and your filing system (the disk). The 'Merge>' sub-menu lets you create a document for merging. The 'Spell>' sub-menu lets you check your document against a 30,000 word dictionary. The 'Utility>' sub-menu provides direct access to disk operations like 'Backup.'

Here are some general points about the 'Document' commands:

1. **Name length.** Your document name can be a maximum of 16 characters long, and must not contain any of the characters \$ # " ? \* , or @.
2. **Current name.** For all 'Document' commands that use a document name, except 'Append,' Superscript prompts you with the name of the current document. To use this name, just press 'Return.' To enter a new name press 'F3' to clear the entry and type in your new document name, ending with 'Return.'
3. **Loading from document list.** With most of the 'Document' and 'Document Utility' commands, a list of the document names on the current disk is available for quick scanning. When Superscript prompts 'ENTER Document Name' you should press the space bar once. All your files are displayed in columns. If you have too many to be displayed at once, use the 'Cursor Right' key to see the remainder. Use the down, up, right, and left cursor keys to highlight the name you want, and press 'Return' to select it.
4. **Pattern matching document names.** When Superscript prompts 'ENTER Document Name,' you can select a document for loading using pattern matching. The "?" character matches any single character, and you can use it to define the number of characters in the name. The "\*" character matches any number of characters and can only be used at the end of a name. For example, a??? test\* or a??test\*. The first document found on the disk that matches the selection criteria, is loaded.
5. **Scanning disk drives (dual disk drive systems only).** When you load a document, the first drive examined is the drive last used. This will usually be the selected drive. If however, you enter a 'Document Load' command, and the document is not on the selected drive, then the other drive is examined,

## DOCUMENT

and if the document is found there, it is loaded. If you then load another document, the other drive (not the selected drive) is examined first. When you File, Replace, or Append any document, it is written to the disk in the selected drive regardless of which drive the document originally came from.

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

### LOAD DOCUMENT

Get document from disk.



Use this command to load a document into your work area from disk. Documents appear at the cursor location, so position the cursor before you load.

Superscript prompts 'ENTER Document Name.' Enter a name or press the space bar for a full list of the documents on your disk. Highlight the name you want and press 'Return.'

Superscript loads your document and shows its name at the top of your screen. If you enter a name that does not exist, you are told 'file not found.'

If you filed or replaced a document with tabs set, they are stored automatically. Superscript uses the stored settings whenever the document is loaded.

Pressing the 'F2' key is a fast way of entering the 'F1 Document Load Space/Bar' command sequence.

### REPLACE DOCUMENT

File existing document on disk.



This command is just like 'File,' except it's intended to be used when a document already exists on the disk.

Superscript prompts 'ENTER Document Name' and shows the present document name. If you want to replace your previous document of that name, press 'Return.'

If you want to create a new copy of your document on disk, either press 'F3' to erase the existing document name, and enter a new document name, or add one or more characters to make it unique.

If you give the name of a document that does not already exist on the disk, the document will still be filed, as in the 'F1 D F' command.

## DOCUMENT

### FILE DOCUMENT

File new document on disk.



Use this command to file a new document on disk.

Superscript prompts 'ENTER Document Name.' Your present document name is displayed; to accept it, press 'Return.' To enter a new name, delete with 'F3' or the 'Inst/Del' key, type a name, and press 'Return.'

Your document is filed on disk. If you use a name that is already in use, you are warned 'file exists' -- this command requires you to type in a new name for the document to insure that an existing document is not overwritten.

### INSERT DOCUMENT

Insert document from disk at cursor.



Start by placing the cursor where you want to insert the document. Then enter this command.

Superscript prompts 'ENTER Document Name.' Enter your document name and press 'Return.'

Your document is inserted into the current document at the cursor position. Following text is moved down to create space and consequently insertion takes longer than normal loading. If you enter the name of a document that's not on the disk, Superscript warns 'file not found.'

You can use this command to combine your documents in memory.

### NAME DOCUMENT

Assign name to current document.



Use this command to give your current document a name. You can use any name containing up to 16 characters (excluding \$ " , @ \* ? #).

Superscript prompts 'ENTER Document Name.' If your current document already has a name, it's displayed after the prompt. Press 'Return' to retain this name. To assign a new name, delete the entry with 'F3.' Type in the new name and press 'Return.' Or, edit the existing entry to make it a new name.

The new document name is displayed at the top of the screen and is used as a default name when appropriate for future 'Document' commands.

**FILE BLOCK**

File block as new document on disk.



You must have previously defined a block of text with the Area Block' command. If you want to file the current block as a new document, Superscript prompts 'ENTER Document Name.' Enter a name for the block and press 'Return.'

Superscript files your current block as a separate document on disk.

If you use an existing name Superscript warns 'file exists.'

**APPEND DOCUMENT**

Add current block to document on disk.



This command allows you to build up new documents on your disk with blocks taken from documents in memory.

You must have previously defined a block of text with the Area Block' command. To add the current block to a document on disk, enter this command.

Superscript prompts 'ENTER Document Name.' Enter a name. If the document you specify doesn't exist, then the error message 'file not found' is displayed.

**DOCUMENT DIRECTORY** View directory of documents on disk.



You can call up a list of the documents on your disk at any time. Your current screen will be temporarily overlaid by a directory of documents, but the text is not affected.

Superscript displays the drive number, disk name, disk id, and the operating system version number. This is followed by a list of the documents on your disk, including dictionaries. Each entry gives you the document type and its size in blocks. Document type can be:

- seq            sequential
- prg            program
- rel            relative
- usr            user

## DOCUMENT

(An asterisk to the left of the file type means that the file has been left open, usually the result of insufficient space on the disk. Such files must be removed using 'F1 D U V.')

At the end of the list you will see the number of blocks remaining on the disk. A newly prepared disk has 664 blocks free, minus the size of your "defaults" file.

To return to your document press 'Return.'

### **DOCUMENT MERGE**

Menu for mail merge functions.



See later in this section for the Merge sub-menu.

### **DOCUMENT SPELL**

Menu for spelling checker.



See later in this section for the Spell sub-menu.

### **DISK UTILITY**

Menu for disk functions.



See later in this section for the Utility sub-menu.

**DOCUMENT MERGE**

Menu for mail merge functions.



Use the 'Merge' sub-menu to create and test your merge document.

Merging two documents is regularly done for mailings or when merging data into a pre-designed form. Full examples of creating documents for merging, and then merging them are covered in the tutorial.

A merge operation is a three step process:

1. Design the merge letter or other document, inserting markers that indicate what information is to be taken from the Merge List (see below).
2. Create a document on disk that holds the information to be merged, the **Merge List**. This is a normal document that you can create and edit using all Superscript commands. The merge list has one piece of information on each line -- such as a lastname, a firstname, an item of address, and so on. Each line ends with a paragraph marker.

The number of lines in each group, such as an entire name and address, **must always be the same**. If an item is missing, you must put a blank line in the merge list. Superscript's 'Conditional' markers will handle blank lines appropriately.

Some Database and Spreadsheet programs such as Superbase can output files for use in merge operations. If the information in each group of lines is separated from the next by a blank line, you must account for this blank line in the '\*nm:' checklist. Call it "separator," for example. You do not need to put a marker with this name in the merge document itself.

3. Merge the letter and the merge list, using commands from the 'Print' menu.

Use selectors with the '=' and '#' characters in the merge letter markers to get a selective merge. The selector <state=Ohio> would produce a merge only of letters where the state was Ohio. '#' has the reverse effect, excluding merge list entries. You can also use pattern matching in selectors. See **Quick Guide to Mailing** in **More About Superscript** for more details.

The document merge commands available are:

Variable Fixed Conditional Name Merge Erase Goto Reset
---

## DOCUMENT - MERGE

**VARIABLE MARKER** Set variable length marker for merging.

**f1** **D** **M** **V** A variable marker is a named marker in your document where data of variable length from another document, the merge list, is inserted during a merge operation. You place the cursor where you require a variable marker and enter this command.

Superscript prompts 'ENTER Marker Name.' Enter the name of the line of data from your merge list that you want inserted and press 'Return.' The name must appear in the '\*nm' line at the beginning of the document, or you'll get an error when you try to print or view.

Superscript displays your marker in the text like this: (<city>).

During the merge, the text to the right of the marker is moved to accommodate the inserted information. Variable markers can be selective using selectors with the "=" and "#" characters.

**FIXED MARKER** Set fixed length marker for merging.

**f1** **D** **M** **F** A fixed marker is just like a variable marker except that any following text is not moved along to make way for the incoming data. This allows you to set up standard forms. Move the cursor to where you want the marker and use this command.

Superscript prompts 'ENTER Marker Name.' Enter the name of the line of data from your merge list that you want entered here and press 'Return.' The name must appear in the '\*nm' line at the beginning of the document.

Superscript displays your marker in the text like this: (<name>/). Now you define the marker length by inserting spaces between the '/' and subsequent text. Allow sufficient spaces for the longest possible field in your merge document. If your marker is on a line on its own, make sure that its length is fixed by placing a "hard space" (use 'F1 D S J') at the end of the marker before you press 'Return.' Fixed markers can be selective using the selectors with the "=" or "#" characters.

**CONDITIONAL MARKER** Set conditional marker for merging.

**f1** **D** **M** **C** A conditional marker is like a standard variable marker, except that its preceded by a 'Layout' command: '\*em;'.

This command signifies that the line with the marker on it is not to be printed if it's "empty" -- that is, if there's no information in the corresponding line of the merge list.

The command allows you to insure that addresses and labels are printed without blank lines in them.

Each conditional marker must be on a line by itself.

Move the cursor to the line where you want the conditional marker to appear, and use this command. Superscript prompts 'ENTER Marker Name.' Type in the name you want and press 'Return.' Superscript inserts the marker in the text in this form: \*em;<city>. Markers can be selective using selectors with the "=" and "#" characters.

#### **NAME MARKERS**

Name lines in merge list.

**f1** **D** **M** **N** A merge document must begin with a "checklist" of the marker names.

Move the cursor to line 1, column 1 of the document, as the list of marker names must be on line 1. Use the 'Merge Name' command. Superscript prompts 'ENTER Marker Names.'

Type in the names of all the lines in the merge list, separated by commas. Do not put a comma after the last name. Press 'Return.' Superscript inserts the 'Layout' command '\*nm:' followed by the list, on line 1. If you can't fit all the names on one line, repeat the command, and Superscript will put another list on line 2.

Example:     \*nm:first,last,title,co.←  
              \*nm:street,city,state←  
              \*nm:zip,separator←

**Important.** Every line in the merge list must be named.

## DOCUMENT - MERGE

A typical merge list entry would look like this:

Mr.←  
John←  
Smith←  
Brown Inc.←  
1244 Broadway←  
New York←  
NY←  
14463←

However, you do not need to place a marker in the text of the document for every name in the list. So you can omit "separator," which refers to the blank line at the end of each entry that separates it from the next.

### **MERGE**

Insert data from merge list.



When you want to test merging data into your document, use this command.

Unless Superscript already has a merge list open (indicated by 'M' on the first Status Line), it prompts 'ENTER Merge List name.' Enter your merge list name and press 'Return.'

The first group of lines from your merge list is read from the disk and entered into the markers in your document and the message 'End of Markers' is displayed. If you repeat the command (use 'Control-R'), the next record is inserted. All the time a merge list is in use, 'M' is displayed on the first Status Line. If all data from the merge list has been merged, Superscript tells you 'End of Merge List.'

Use this command to check that the document markers and the merge list are "in step." Remember to reset the merge list before doing the final printed merge (see 'Reset' below).

### **ERASE**

Erase merged data from document.



If you want to erase merged data from markers in your document use this command. All markers in your document are cleared and the message 'End of Markers' is displayed.

**GOTO MARKER**

Position cursor at next marker.

**f1** **D** **M** **G** Use this command to go to the next marker. If 'Insert' mode is on ('I' on the first Status Line), you can type information into the markers. This is useful when you want to fill in and print a single copy of a form letter or invoice. If there are no more markers, the message 'End of Markers' is displayed.

**RESET MERGE LIST**

Position to start of merge list.

**f1** **D** **M** **R** Normally, if you abandon a merge before it is complete, the merge list is left open, indicated by an 'M' displayed on the first Status Line. If you resume a merge, it will continue with the next group of lines in the merge list, but first you must use this command to reset your merge list so that merging can start with the first group of lines. This is often necessary after testing the merge on screen.

## DOCUMENT - SPELL

### DOCUMENT SPELL

Menu for spelling checker.



You can select this command quickly by pressing the 'F4' key.

Superscript's spelling checker comes with a 30,000 word Master Dictionary of its own. You can build up a supplementary dictionary to hold extra words or frequently used names. This is called the "User Dictionary." You can use Easy Spell dictionary disks, but they will need modification. See Appendix C for details.

The spelling checker works on the document in memory. All you need to do is temporarily insert the dictionary disk in place of your data disk (unless you have two drives, in which case we recommend you put it in the other drive) before you use the 'Spell' sub-menu. After analyzing the words in your document Superscript goes into a checking and editing phase, pointing out unrecognized words for you to correct, ignore, or add to your User Dictionary. When you've finished correcting, you resume normal editing.

Commands available are:

Check Search View Print Erase Display Output
---

### SPELL CHECK

Check spelling of current document.



Use this command to check the spelling of your current document. When you select this command, the first Status Line displays 'PROCESSING' while your document statistics are calculated and displayed.

The statistics display looks like this:

<b>Total Number of Words</b>	=	Document word count
<b>Number of Unique Words</b>	=	Unique word count
<b>Number of Sentences</b>	=	Sentence count
<b>Number of Paragraphs</b>	=	Paragraphs including headings
<b>Average Word Length</b>	=	Average length of unique words

The term 'unique word' means each different word you use. Thus each time you use "the" it is added to the 'total number of words' but is only counted once as a 'unique word.'

While Superscript is spelling a document, unique words are stored in a special memory area. If this area becomes full, Superscript tells you: 'Out of Memory,' and the spelling is abandoned. If this happens, split your document into two and check the spelling of each of these separately.

If Superscript can't find a dictionary in one of your disk drives, it prompts 'Insert Dictionary Disk.'

Insert the Superscript dictionary disk in your disk drive and press 'Return.' Superscript now compares the words in your document with the dictionary, in alphabetical order starting with "a." If the spelling checker does not recognize a word, it displays the appropriate line with a colored background, inverts this coloring for the unrecognized word, and leaves the cursor on the first character of the word. It also displays a menu at the top of the screen:

Accept Edit Learn Ignore Quit
-------------------------------

All these commands are described below.

After you have dealt with all unrecognized words Superscript prompts 'Replace Abandon.' If you want to replace this new version of your document, first re-insert your work disk in the drive. Then press 'R' or 'Return' to file your corrected document in place of the original, or 'A' to continue editing your document.

**ACCEPT WORD**

Allow occurrences of this word.

If the spelling of the unrecognized word is as you want it, press 'Return' or 'A.' Superscript will pass over every other occurrence of this word in your document.

Use this command when you have an unusual or "wrong" spelling that is meant to be that way.

## DOCUMENT - SPELL

### **EDIT WORD**

Allow editing of document.

If you want to edit the unrecognized word, press 'E.'  
Your cursor will appear immediately after the word.

Certain editing features are available to you at this point. You can use the 'Inst/Del' key to delete characters and the 'Shift-Inst/Del' combination to insert spaces. You can overtype, or, in 'Insert' mode, insert characters. You can also use the cursor arrow keys and all the 'Control' keys.

However, you cannot directly use any of the commands on the menus, nor can you use 'Run/Stop' key command strings.

When you have finished editing, press the 'F1' key and you will be prompted 'Continue Abandon.' To find the next unrecognized word, type 'C' or 'Return.' Type 'A' to abandon checking your document.

### **LEARN WORD**

Insert word in user dictionary.

Use this command to add a correctly spelled word to your User Dictionary, by typing 'L.' Superscript adds the word to your User Dictionary so that next time you use the word it will not be treated as unrecognized. Be very careful to double-check the spelling of a word before "learning" it. When the checking is finished, Superscript displays all the words it has learnt.

If you want to add a lot of words to the User Dictionary at one time, type them into a document in the usual way, use the spelling checker and 'Learn' every word.

### **IGNORE WORD**

No action on this occurrence.

If you want to accept this occurrence of a word without accepting all words spelled this way (see 'Accept' above), use this command. Superscript ignores the word and goes on to the next occurrence of this unrecognized word.

### **QUIT**

Abandon spelling check.

You can abandon the check and return to normal 'Edit' mode, by typing 'Q.' There is no pause for verification of this 'Quit' command.

**WORD SEARCH**

Search dictionary for word.



If you want to confirm the spelling of a word or find particular words, use this command. Key in the word you want when Superscript prompts you. Confirming the spelling is best done by typing in the first three or more characters followed by an asterisk. The search is carried out on first the Master Dictionary and then the User Dictionary. All words starting with the characters entered are displayed, in alphabetic order, with words from the Master Dictionary first then those from the User Dictionary.

You can be more selective by defining the number of characters in the word with the question mark character, e.g. ec????t?? or ec???t\*. The '?' character matches any single character, and the '\*' matches any number of characters -- and so you can only use '\*' at the end of a word.

If the dictionary disk is not in your drive, you are prompted 'Insert Dictionary Disk.'

**SPELL VIEW**

View user dictionary.



You can view your User Dictionary with this command. The User Dictionary contains all words that are spelled differently in American English or British English, depending on which type of dictionary you use. It also holds any words you 'Learn' during editing.

If the dictionary disk is not in your drive, you are prompted 'Insert Dictionary Disk.'

**SPELL PRINT**

Print user dictionary.



You can print your User Dictionary with this command. Keep a printed copy to check the accuracy of the words you add. If a word is wrong in your dictionary Superscript won't be able to check your documents properly.

The printer controls are set for continuous printing with no offset.

If the dictionary disk is not in your drive, you are prompted 'Insert Dictionary Disk.'

## DOCUMENT - SPELL

### **SPELL ERASE**

Erase word from user dictionary.



You can erase an incorrect or unwanted word from your User Dictionary with this command. Key in the exact word when prompted.

If the dictionary disk is not in your drive, you are prompted 'Insert Dictionary Disk.'

### **SPELL DISPLAY**

View document statistics.



Use this command to display the usual statistics for your document, and a list of all the unique words in it.

The three possible orders for the display are shown on another sub-menu. Select the one you want, treating it like any other command:

Alphabet	Decreasing	Increasing
----------	------------	------------

### **ALPHABETIC**

Lists words in alphabetic order.

This command displays each unique word in your document in alphabetical order, together with the number of times you used the word.

### **DECREASING**

Lists words in decreasing frequency.

The command displays each unique word in your document in decreasing frequency order, together with the number of times you used the word.

### **INCREASING**

Lists words in increasing frequency.

The command displays each unique word in your document in increasing frequency order, together with the number of times you used the word.

**SPELL OUTPUT**

Print document statistics.



This command works exactly like the previous 'Spell Display,' except that the statistics and word list are printed rather than displayed. The previous sub-menu is used in the same way:

Alphabet Decreasing Increasing

These commands are explained above under 'Spell Display.'

## DOCUMENT - UTILITY

**DOCUMENT UTILITY** Menu for disk functions.



Use this menu of commands to carry out activities on the documents on your disk. A full range of disk utilities has been provided so that you can do everything you need within Superscript.

Many disk commands require you to key in a document name. You can get quick access to the name of the documents on the disk to save typing time. Do this by pressing the space bar when the 'ENTER Document Name' prompt appears. Superscript displays documents in columns. Use the down, up, right or left cursor keys to highlight the name you want, and press 'Return' to select the document and execute the command. Or you can enter the document name directly; if you do this you can use pattern matching to select a document -- a '?' matches any single character and '\*' matches any number of characters. The first document found that matches the selection criteria will be loaded.

Drive Erase Copy Rename Unit Verify Multicopy Prepare Backup Other
---

**SELECT DRIVE** Select drive number.



You can select Drive 0 or 1 as your main working drive with this command.

Superscript prompts '0-Drive 1-Drive.' Enter '0' or 'Return' for drive 0, or '1' for Drive 1.

If you select a drive that physically doesn't exist, all commands for accessing the disk will produce the warning: 'drive not ready.' Reselect the drive or connect the drive to correct this error.

**ERASE DOCUMENT** Erase document from disk.



Use this command to erase any document from your disk.

You are prompted 'ENTER Document Name.' Press the space bar to scan your documents and highlight the one that you wish to erase. Or you can key in a document name directly, using pattern matching with the "?" and "\*" character if you wish.

Then press 'Return' and Superscript shows the Confirmation sub-menu: 'Proceed Abandon.' Press 'P' or 'Return' to proceed and erase the document, or 'A' to abandon the command.

When you see an error message 'file scratched,' don't worry. This is just telling you that the file has been erased successfully.

**COPY DOCUMENT**

Copy document on disk.



Use this command to copy documents from one drive to another, or to archive documents under a new name.

This command uses your text area, so file your document first. Then enter this command.

You see a menu: 'Dual-Drive Archive'

If you select 'Dual-Drive,' Superscript prompts 'ENTER Document Name.' Your document is copied to the disk in the second drive. The name of the document remains unchanged.

If you select 'Archive,' Superscript prompts 'ENTER Document Name.' Enter the name of the document you wish to copy, and press 'Return.' Superscript then prompts 'ENTER New Document Name.' Enter the new document name and press 'Return.' Your document is copied on your disk under the new name you gave.

If you give a document name that already exists, Superscript warns 'file exists.' If you don't have a disk in the drive, Superscript warns 'read error.'

**Note.** The 'standard' system is single-drive. If you have a single drive system, and you want to copy, first load the document to be copied into memory. Then, load the disk to which the document is to be copied, and file the document on the disk.

## DOCUMENT - UTILITY

**RENAME DOCUMENT** Rename document on disk.

**f1** **D** **U** **R** Use this command to rename your documents.

First you select the document to rename, then you key in the new name. When Superscript prompts 'ENTER Document Name,' you can use the document name scanning technique to pick up a name or key one in directly.

Next Superscript prompts 'ENTER New Document Name.' This time you must key in the whole name and press 'Return.' Superscript renames the document on the disk, and returns to the Editing screen.

**SELECT UNIT** Select disk unit number.

**f1** **D** **U** **U** Use this command to select your disk unit. The sub-menu options are '8-Unit 9-Unit.' Select the unit, or device number, you require.

If after changing units you get the warning message 'I/O Error= A' when trying to access the drive, repeat the 'F1 D U U' command and select the correct unit number.

**VERIFY DISK** Verify disk is readable.

**f1** **D** **U** **V** Use this command to verify that your documents are readable and have no disk errors in them. It reads all documents on a disk and removes any unclosed document files.

In particular, use this command to remove any unclosed document files from a disk after a 'Disk Full' error message. This occurs when there is insufficient room on the disk to close a file. Unclosed files are marked by an asterisk in a directory listing (use the 'F1 D D' command).

**DOCUMENT MULTICOPY** Copy chain of documents to another disk.

**f1** **D** **U** **M** With this command you can copy a series of linked documents onto a newly prepared disk. This command requires a dual disk drive.

If you have a document loaded, Superscript shows the Confirmation sub-menu 'Proceed Abandon.' Select 'Return' or 'P' to proceed, or 'A' to abandon.

Next, Superscript prompts 'ENTER Linked Document.' Enter the name of the first document in the chain to be copied and press 'Return.' As with all linked document operations, the document you name can be any document in the chain.

All linked documents are copied in linked order onto the new disk. The message 'Complete' is displayed on the Tabs Line as each document in the chain is filed. When all the documents have been copied, 'End of Linked Document' appears.

**PREPARE DISK**

Make new disk.

**f1** **D** **U** **P** Use this command to create a new data disk.

Place in the currently selected drive a disk that holds the "defaults" file to go on the new disk and enter this command. When prompted place the new disk in the drive and press 'Return' to confirm that you wish to go ahead. Superscript requests a disk name and identity to identify the disk. Disk name can be up to 16 characters (excluding \$ # " \* @ , ? :). Disk id must be 2 characters. (When you use the 'Document Directory' command, Superscript displays the disk name and identity, along with other information, as the first entry of the directory listing.

Superscript places "defaults" on the new disk, which can be used as a work disk at the Start Up menu.

**DISK BACKUP**

Copy whole disk.

**f1** **D** **U** **B** Use this command to create an exact copy of your disk. Do this regularly so that you have a backup of your documents in case your work disk is damaged. Backup uses the text area, so be sure to file your document.

Start off EITHER with your program disk in your single drive OR with your work disk in the selected drive of a dual drive system. (You select a drive with the 'F1 Document Utility Drive' command sequence, described a few pages back.)

## DOCUMENT - UTILITY

Select the 'Backup' command. Superscript shows a sub-menu with the options: 'Single-Drive Dual-Drive.' Select the one you want. If you pick 'Dual-Drive,' Superscript will backup from the current drive to the other drive.

### 'Single Drive'

Superscript presents the Confirmation sub-menu as the 'Backup' process uses the text area. Press 'Return' or 'P' to confirm the command, or 'A' to abandon it.

Superscript loads the Backup utility program from your program disk and prompts 'Insert Source Disk.' Insert the disk you wish to copy into your drive and press 'Return.' Superscript displays 'Reading' on the Activity Indicator while it reads from the source disk into memory. When memory is full, you are requested to enter a disk name and id. The disk name can be up to 16 characters (excluding '# \$ \* " @ , ?). The disk id must be 2 characters long.

(You should be aware that once you have reached this point, you cannot exit using 'Control-Q' as the Backup utility replaces the Superscript program in memory. To quit the Backup, just wait for a prompt to change disks, take the disk out of the drive and press 'Return.' You will get a 'Backup failed' error message and the option to 'Proceed or Abandon.' Press 'A' and Superscript will reload automatically.)

Next, you are prompted 'Insert Dest. Disk.' Insert your backup disk. This can be a blank disk or an old work disk you want to recycle -- but remember, all existing data on this disk will be lost. Superscript then displays 'Writing' on the Status Line to indicate that the contents of the memory is being written to the 'Destination Disk.'

If necessary, Superscript repeats the 'Source Disk' and 'Destination Disk' prompts. Watch these prompts carefully, because if you accidentally insert the wrong disk, you may lose data. Go on changing disks as prompted until copying is complete. If Superscript finds a disk error while it's 'Reading' or 'Writing,' the appropriate message will interrupt the 'Backup' operation. You may have to copy your documents onto a new disk one by one if your disk has developed a "hard" error, but try 'Backup' once more with a new 'Destination Disk' before you resort to this.

When a backup is complete, you are asked if you want to backup another disk. You are offered the Confirmation sub-menu 'Proceed Abandon.' If you reply 'P' or press

'Return,' you are returned to the prompt to enter a source disk and the Backup procedure continues.

If you reply 'A,' you are requested to place your program disk back in the drive, and Superscript reloads automatically.

**'Dual Drive'**

First Superscript presents the Confirmation sub-menu as the Backup processes uses the text area. Enter 'A' to abandon the operation, but if you wish to proceed, enter 'P' or press 'Return,' and insure you have the disk you want to copy from in the drive you last selected.

Superscript now prompts you with 'Insert disk: action erases disk.' Take a blank disk or an old work disk you want to recycle, and insert it into the other drive -- this is the disk you want to copy to -- then press 'Return.'

Superscript displays 'WAIT' at the top of the screen as the backup proceeds. When backup is complete, Superscript returns to the Editing screen.

**OTHER COMMANDS**

Send disk command.



This command allows you to type in certain Commodore disk commands that are not available from the menu. It is particularly useful if you use a non-Commodore disk drive (or drives).

Below are some examples of disk commands:

Rename, Copy, and Scratch

vn: Validate

\$n View disk directory (pattern matching can be used)

If you are using a single disk drive, type '0' (zero) in place of 'n' to indicate the drive number.

For full information on these and other disk commands, see your disk drive manual.

Important. Note that, as disk commands are not part of the Superscript menu structure, you will receive no warning messages if the command you are entering can modify the contents of your disk. Use these commands with care.

## SET

### THE SET COMMAND

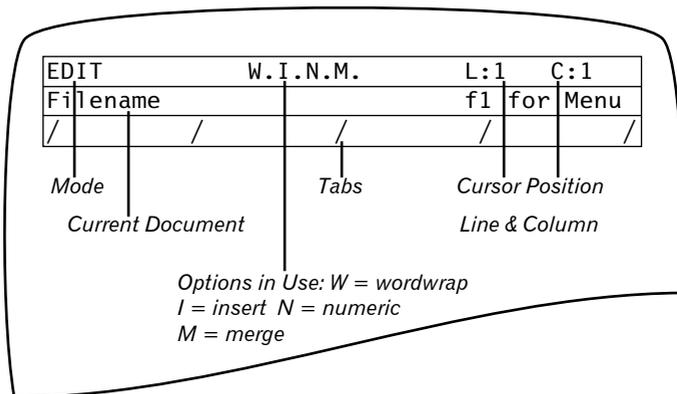
#### SET



Set mode or search functions.

This is a menu of commands to set certain modes of operation, provide certain text facilities, store a string of commands or text, or execute search and replace functions.

Mode indicators are displayed on the first Status Line, to the right of the Activity Indicator.



Modes are switched ON with the appropriate command and OFF by repeating the command.

Insert Layout Hyphen Numeric Decimals Join Wordwrap Text Command Search>
---

#### INSERT MODE



Text insert mode on/off.

When you want to insert text instead of typing over it, use this command. Characters typed in 'Insert' mode are inserted at the cursor position and subsequent text in the paragraph is moved right. It's very important to notice that all the text between the cursor and the next paragraph marker is moved over. If you type over a paragraph marker and then insert text, you might disrupt your layout, because Superscript will treat any empty space between paragraphs as intentional space, and move text along accordingly. This is something you should try for yourself to be sure you understand.

Repeat the command to switch 'Insert' mode off.

<b>Control Key</b> <b>Alternative</b>
Control-V

Executes the same command.

## LAYOUT



Place layout format character in text.

When you enter a layout command from the menu, the layout symbol is automatically included as part of the command if appropriate. The symbol identifies layout commands so that both you and Superscript can see them. The layout command can be used:

1. As the first character in a line followed only by layout commands, all separated by colons.

Example: \*1m4:rm78:pl60:tm0:bm5:jy←

2. Immediately after text, with only layout commands following it.

Example: Here is a line of text\*sk3:in5←

3. As the first character in a line with layout commands separated from text by a semicolon.

Example: \*1m40:rm80; To the left is a diagram of....←

<b>Control Key</b> <b>Alternative</b>
Control-L

Alternate command which you are recommended to use.

## HYPHEN



Place "soft" hyphen in text.

Use this command to optimally split a word at the end of a line by placing a "soft" hyphen in a word. When 'Printing' or 'Viewing,' Superscript will only print the "soft" hyphen if it can fit the first part of the hyphenated word on the end of a line. Otherwise the "soft" hyphen is invisible.

The "soft" hyphen special character is '=' and is only displayed in 'Edit' mode.

## SET

### NUMERIC MODE



Numeric entry mode on/off.

Use this command to switch 'Numeric' mode on. In this mode numerals are entered calculator style, to the left from the decimal point. When you tab to a numeric tab Superscript automatically switches to 'Numeric' mode and displays an 'N' on the first Status Line.

Repeating the command switches 'Numeric' mode off.

You can enter any number, currency signs such as '\$,' the minus sign or opening parenthesis to indicate negativity, and commas. These will all appear from right to left. When you enter any other character, including a space or the decimal point, 'Numeric' mode is turned off and the normal left to right display resumes. If you reach the left margin, Numeric mode is suspended, but resumes as soon as enough characters have been deleted. If, however, you only move the cursor, 'Numeric' mode will still be operative.

### DECIMAL PLACES



Set calculator commas and decimal places.

If you want decimal places set to other than 2 places use this command.

Superscript prompts 'ENTER Number Of Places.' Enter the decimal places you want, between 0 and 10, and press 'Return.'

If you want the calculator to automatically enter commas in results (e.g. 1,000,000), insert a comma before the number you enter.

Example: ,5←

This signifies five decimal places with comma format.

Superscript's calculator (see 'Calc') is preset to display up to 20 digits before and 2 after the decimal place. You can reset the display to show from 0 to 10 decimal places. The calculator only displays the significant figures. Calculation is always to 10 decimal places with automatic rounding.

**JOIN**

Place "hard" space in text.



When you want to join words so that they always appear together on one line, use the "hard" space.

The "hard" space symbol is '&.'

Example: Mr.&Jones

**WORDWRAP MODE**

Edit mode wordwrap on/off.



'Wordwrap' is normally on. If you want to switch it off use this command. 'Wordwrap' insures that words are not "split," leaving part at the end of one line and part at the beginning of the next.

Repeat the command to switch 'Wordwrap' off or on.

If you switch 'Wordwrap' off, you will see blocks of highlighted spaces at the right edge of the text. These are "phantom" spaces, inserted by Superscript when it moves words down. These phantom spaces are adjusted when you reformat the current paragraph (Control-Z) or the whole document (Control-X), and automatically after some editing operations and when a document is loaded.

**TEXT**

Change text entry width.



This command allows you to reset the number of text entry columns for tables. First clear your work area by filing your document and erasing it from memory. Then use this command to change text width. Now you can reload or type in your document.

Superscript allows a text width of up to 240 characters for producing wide documents in "landscape" style across your paper, using up to 20 characters per inch. When in wide text mode you can 'Cursor' or use 'F7' to tab to the right to see the part of your document that is off the screen. Also, use 'Control-Y' to go to the right ends of lines, and repetition of 'Go Left' and 'Go Right' to jump to the text line extremities.

Remember that the number of lines in your work area changes when you change column width. For example, there are 500 lines available at 40 columns or 83 lines at 240 columns.

## SET

### COMMAND



Define command for automatic execution.

This Superscript command allows you to assign standard commands and strings of text to almost any key on the keyboard. You can then execute the assigned commands automatically by pressing 'Run/Stop' followed by the key you assigned the command to. This feature is described in detail in **Building Your Own Commands and Glossary**.

A total of 1024 characters can be assigned to all keys.

In a 'Set Command' the backslash '/' represents 'F1,' and up arrow '↑' (not the 'Cursor Up' arrow) represents 'Control.' Use '↑m' to denote 'Return.'

You can cause one command string to execute another by placing '↑&' followed by the key at the end of the first command string.

When you use 'Set Command,' Superscript prompts 'ENTER Command Key.' Enter the keyboard character to assign to the command (e.g. K), and press 'Return.' You are then prompted 'ENTER Command.' If the key already has a command string assigned to it, this is presented for editing. Otherwise, you type in a new command string, or text. Press 'Return' when you've finished.

When a command string has been assigned to a key, you can use 'Run/Stop' to select that key and so automatically execute the commands or type the characters you assigned to it.

### SEARCH



Menu for search and replace functions.

Find Continue Exchange Replace?

Superscript's search and replace functions let you find characters or words in a document or a chain of linked documents, and make a variety of automatic or semi-automatic editorial changes.

Words found in a search are identified by highlighting the line of the document in the currently defined highlight color (you can change this if you wish -- see **The "Defaults" File**). Superscript highlights the search word(s) further by inverting the coloring.

### Case Matching Rules

Superscript's search and replace functions all allow the optional exact matching of upper and/or lower case characters. Prefix the string with "=" to obtain case discrimination.

Example:        To discriminate case, enter: =**Brown**  
                  To match either case, enter: **Brown** or **brown**

### Pattern Matching Rules

You can use the '?' character to represent any other character when you tell Superscript what to search for. For example, "?ill" would find both "Gill" and "Jill." You can't use '?' when telling Superscript what to replace something with. When you have spaces at the end of a 'Match' string, place a '?' character after them to tell Superscript that they are part of the string.

If you want to remove a string, use a single '?' character as the 'Replace' string.

### Length Of String

The maximum length of either string is 24 characters.

### Direction Sub-menu

When Superscript needs to know which direction to search in, it presents the direction sub-menu.

Forward Backward Link

'Forward' searches from the cursor position to the end of the document. 'Backward' searches from the cursor position to the beginning of the document.

'Link' loads the first document in the series. It then carries out the search, makes the appropriate changes to the text automatically, and substitutes the edited document for the one on disk. Next, Superscript loads the next document, specified with a '\*lk' command in the last line of the current document.

If there is a document in memory, Superscript uses the Confirmation sub-menu ('Proceed Abandon') with the 'Link' command to prevent accidental erasure of text. 'Link' then continues to search, edit, and replace the document as before.

## SET

### FIND

Find occurrence of characters.

**f1** **S** **S** **F** Use this to find a string of characters.

Superscript prompts 'ENTER Match.' Enter the string of characters you want to find and press 'Return.' Superscript shows the direction sub-menu.

Select the direction command you want, and the cursor moves to the end of the first occurrence of the string.

Superscript prompts 'Continue Abandon.' Press 'C' or 'Return' to find the next occurrence, or 'A' to abandon and return to editing.

After editing, if you then want to continue with the same 'Find' operation, use the 'Continue' command to find the next occurrence (see below).

Superscript shows the message 'End Of Document' when there are no further occurrences of the search string. The cursor ends up at the end of the document.

### CONTINUE

Find next occurrence of characters.

**f1** **S** **S** **C** If you set up a match and then abandon the operation, you can carry on without re-entering any information. Use this command, and Superscript will go at once to the next occurrence of your 'Match' string. There is no pause for the direction sub-menu.

Superscript prompts 'Continue Abandon.' Press 'C' or 'Return' to find the next occurrence, or 'A' to abandon and return to edit.

### EXCHANGE

Change all occurrences of characters.

**f1** **S** **S** **E** Use this command when you want to change all occurrences of a string of characters automatically. You should be sure that the string is correctly defined, or you may get some unexpected results. For example, the characters "dr" occur in the middle of the words "midriff" and "address," -- so changing "dr" to "doctor" could be frustrating. Be sure you leave spaces in the right places!

Example:      Match: dr ?                      Replace: doctor ?

In this example, the spaces before and after 'dr' and 'doctor' must not be omitted.

First position the cursor where you want to start the search and then enter this command.

Superscript prompts 'ENTER Match.' Enter the characters you want to find, discriminating case by using the '=' sign if necessary, and press 'Return.'

Superscript prompts 'ENTER Replace.' Enter the characters you want to place in the text, and press 'Return.'

Superscript shows the direction sub-menu. Select the direction you want. The automatic search and exchange takes place. You can stop it any time with 'Control-Q' except when a document is being loaded from or replaced on the disk during a linked document operation.

**REPLACE**

Confirm replacement at each occurrence.



This command is the same as 'Search Exchange' but you are asked to confirm each occurrence before replacing it.

First position the cursor where you want to start the search and pick this command. The entry of 'Match' and 'Replace' strings is done exactly as for the 'Exchange' command.

When you've entered the 'Replace' string and pressed 'Return,' Superscript shows the direction sub-menu. Select the direction you want. The cursor moves to the first occurrence of your match string and Superscript prompts 'Replace Continue.' Press 'R' or 'Return' to replace your string, or 'C' to find the next occurrence of the string.

Repeat this procedure for each occurrence of your match string of characters.

Use 'Control-Q' to terminate the replace if you need to.

## TAB

### THE TAB COMMAND

#### TAB



Standard, numeric, and line tabs.

Use these commands when you want fast accurate movement to standard column, decimal point, or line tabs within your document.

The third line of the screen displays a "ruler" line with the current tab positions displayed on it. The '/' character represents a standard tab and the '#' character represents a numeric tab.

Some users may expect tabs to be actual control characters hidden in the text. This is not the case -- Superscript tabs are positional markers only.

Superscript provides preset or "default" tabs, usually ten columns apart. These can be retained or changed as you wish, and they can be restored at any time.

Superscript automatically stores standard, numeric, and line tabs with documents on disk.

Tab Back Set Release Numeric Clear Default Line>
---

#### GO TAB



Go right to next column tab.

Standard tabs allow fast cursor movement across the screen. Use this command or the 'F7' key to move to your tab positions. When you move to a numeric tab, Superscript automatically switches to 'Numeric' mode. 'Numeric' mode is switched off again if you move to a standard tab. The default tabs are set ten columns apart, except for the tabs in columns 1 and 10.

<b>Control Key Alternative</b>
------------------------------------

Control-I
-----------

Go right to next column tab.

**TAB BACK**

Go left to next column tab.



Use this command to move your cursor quickly and accurately backwards through your document. 'Numeric' mode is switched on and off as described above. To repeat the command use the repeat command 'Control-R.'

The 'Commodore-F7' key combination also moves the cursor to the previous tab position.

<b>Control Key Alternative</b>
------------------------------------

Control-=	Move cursor to previous tab position.
-----------	---------------------------------------

**SET TAB**

Set tab at cursor position.



First consider whether you should clear the default tabs before setting your tabs. See below.

When you want to set a tab, place the cursor at the desired tab position and use this command. Superscript sets the new tab in the column number that the cursor is in and displays it on the ruler line. Setting a tab of a different type over an existing tab replaces it. To set a series of tabs, move the cursor to each new position and repeat this command with 'Control-R.'

**RELEASE TAB**

Remove tab at cursor position.



Position the cursor in the tab column and type in this command. Superscript removes the tab and the marker disappears from the ruler line.

**SET NUMERIC**

Set decimal point tab.



Place the cursor where the tab is required and enter this command. A number sign appears in the ruler line to mark the decimal point tab position.

Never place a numeric tab too close to the end of a line. Always leave at least three spaces between your last tab and the right margin, to allow for the decimal point (whether there will be one or not) and one or more digits.

## TAB

To use numeric tabs, use 'F7' to tab to the decimal point and type in your numeric characters. The figures and currency symbols (e.g. \$ or £) appear from right to left, calculator style, until you type a decimal point, a letter, space, or other non-numeric character.

Any number after the decimal point appears from left to right, as normal.

When you use 'F7' to move your cursor, you are automatically switched to 'Numeric' mode on numeric tabs and an 'N' is displayed on the first Status Line.

### **CLEAR ALL TABS**

Remove all column tabs.



Use this command to cancel all column tabs, both standard and numeric. The tab display on the third line of the screen is also cleared, leaving a ruler line consisting of dashes only.

### **RESTORE DEFAULT**

Restore default tab settings.



Use this command to restore default standard tab settings, usually ten columns apart. All existing tabs are cleared.

### **LINE TAB MENU**

Menu for line tabs.



See over for the Line Tab sub-menu.

**LINE TAB MENU**

Menu for line tabs.



When you want to move quickly down the text, for example when filling in a form, use line tabs. They just "mark" a line for future reference -- there is no display.

Line tab commands are:

Tab Set Release Numeric Clear

**GO TO LINE TAB**

Move to next line tab.



Use this command to move the cursor down to the next line tab. The cursor remains in the same column, so you can combine line and standard tabs to position the cursor quickly to specific lines and columns in the text.

**SET LINE TAB**

Set standard line tab.



Place the cursor anywhere on the line at which you want a line tab and use this command. Superscript sets a tab on this line.

**RELEASE LINE TAB**

Remove line tab at cursor position.



Place the cursor anywhere on the line that has the tab and type this command. The line tab is removed. All other line tabs remain.

**SET NUMERIC L-TAB**

Set decimal point line tab.



Place the cursor on the line where you want a numeric line tab and enter this command. A numeric line tab is set at the line number of the cursor. When you use 'Tab Line Tab' to move to this tab, Superscript automatically enters 'Numeric' mode. All figures appear calculator style until a non-numeric character is used.

**TAB - LINE**

**CLEAR LINE TAB** Remove all line tabs.

**f1** **T** **L** **C** Use this command to clear all line tabs.

THE LAYOUT COMMAND

LAYOUT

Define document appearance.



Use these commands to vary the appearance of your printed or displayed document.

Every time you start using Superscript, it sets up margins and some other aspects of document layout for you, taking the settings from the "defaults" file on your work disk. These will be right for much of the work you do. If you need to vary the appearance of a document, you do it by placing layout commands in the text. Superscript uses these commands only when printing or displaying the document.

**Important.** It's very important to realize that the final appearance of a document depends on layout commands. You shouldn't try to make your document look like the final result as you type it in. Except when you're working with columns of text, figures, or occasional inset words, text always starts at column 1. When you're typing continuous text, you only press 'Return' to put in a paragraph marker -- not at the end of each line.

You can enter most of the layout commands either directly by keying them in, or semi-automatically via the layout command menus. A few infrequently used commands can only be keyed in directly. For both methods of entry you need to position the cursor where you want the command to take effect, before you enter the command. 'Layout' commands overwrite text on the Editing screen, so use 'Insert' mode when you are inserting them into your document. When you use the menus, Superscript places the Layout character '\*' in the appropriate position, and also places the colons that must separate commands in position. You must do the same if you enter commands manually.

A layout command can appear in three possible ways:

1. **On a line by itself.** The layout character ('Control-L') must appear in column 1. You can have as many layout commands as you can fit on one line, separated by colons, ending with a paragraph marker:

Example: \*1m4:rm78:pl60:tm0:bm8:jy←

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

## LAYOUT

2. **Following text on a line.** You enter the layout character and the layout commands, and end the line with the paragraph marker.

Example: I left my heart in San Francisco\*  
np:lm10←

Superscript will print the line, then start a new page, setting the left margin at column 10.

3. **Before text on a line.** Enter the layout character in column 1, the layout commands, a semicolon, and the text to be printed:

Example: \*  
np:lm10;I left my heart in San Francisco.←

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

## RELEASE MARGIN



Release indent margin.

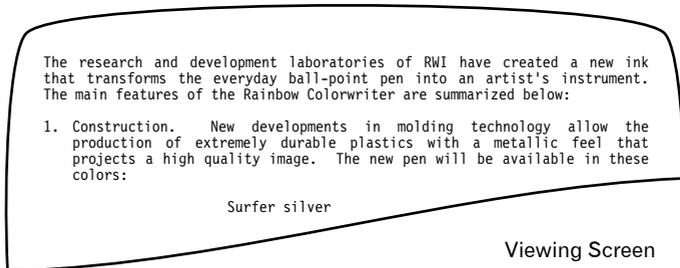
This command allows you to begin a line of text at a position to the left of an indented piece of text. Use it to set paragraph numbers, etc., away from the body of the text.

The command works by inserting a special character, '<', in column 1 of the line to be released.

Indented text is aligned to a margin set by the '\*in' layout command (see below). The "released" line begins at the position of the previous '\*in' margin (or left margin '\*lm' if there's only one '\*in' margin set).

```
*lm4:rm78←  
The research and development  
laboratories of RWI have created a new  
ink that transforms the everyday  
ball-point pen into an artist's  
instrument. The main features of the  
Rainbow Colorwriter are summarized  
below:*in4←  
←  
<1. Construction. New developments in  
molding technology allow the production  
of extremely durable plastics with a  
metallic feel that projects a high  
quality image. The new pen will be  
available in these colors*in20←  
←  
Surfer silver←
```

Edit Screen



Viewing Screen

**COMMENT TEXT**

Place comment in text.



When you want to make a comment in your document that you do not want printed, use this command.

Superscript prompts 'ENTER Text.' Type in your comment and press 'Return.'

A short comment, up to 20 characters, can be entered this way. Further text can be added by editing your document. The line of text starting with this command is not printed. You can use this command on successive lines for multi-line comments. The 'Comment' command must be the only command on the line.

Example: \*cm: This letter was written by Jean.-

**LINK DOCUMENTS**

Define next document in linked chain.



Use this command to link together a chain of documents for printing one after another.

Superscript prompts 'ENTER Document Name.' Enter the name of the document that comes next in the linked chain, and press 'Return.'

This command must be placed by itself on the last line of your document.

Example: \*lk:test←

## LAYOUT

### PAUSE OUTPUT



Pause during printer output.

Use this command to temporarily halt output at this point in your document. A short message may be added to the command. This message appears on the Help Message line during the pause.

Superscript prompts 'ENTER Text.' Enter your pause message, and press 'Return.'

Output is resumed when one of the characters 'C,' 'V,' 'P,' or 'S' is typed, as at a page break during Viewing.

Example: \*ps:Change to italic daisywheel now.

### LAYOUT BORDER



Menu for heading and footing.

See later in this section for the 'Border' sub-menu.

### LAYOUT ENTER



Menu for layout values.

See later in this section for the 'Enter' sub-menu.

### LAYOUT MARGINS



Menu for margin values.

See later in this section for the 'Margin' sub-menu.

### LAYOUT SET



Menu for layout settings.

See later in this section for the 'Set' sub-menu.

**LAYOUT BORDER**

Menu for heading and footing.



Use the 'Border' sub-menu commands to set the top and bottom surrounds of your document: the text and position of the heading and footing, and the heading and footing margins.

The commands available through the 'Border' sub-menu are:

Heading Footing Left Right

**BORDER HEADING**

Enter heading text.



Use this command to enter your document heading.

Superscript prompts 'ENTER Heading Gap.' Enter the number of blank lines you require between your heading and the first line of text and press 'Return.'

Then you are prompted 'ENTER Text.' A heading line (or a footing line) is in three parts: left, center, and right. Enter the text you require for the left aligned, centered, and right aligned parts of your heading, with the three parts separated by up arrows (↑). Leave blank any sections not required, but be sure you have the correct number of up arrows, i.e. 2. Then press 'Return.'

You can add special print features such as bold or underline by normal editing (see the 'Feature' command).

The command has the form: \*hd2:left↑center↑right←

You can enter a second line of heading by keying in the '\*hs' layout command only at the keyboard, i.e. it cannot be entered from the menu. The sections of the heading are the same as for the first line, described above.

The command has the form: \*hs2:left↑center↑right←

If you want headings on alternate sides of the page for even and odd pages, follow these steps:

1. Use 'Heading-Alt' on the 'Layout Set' sub-menu to insert the alternate heading indicator in the text.
2. Use the '\*hs' command, on a line on its own, for the alternate heading line.

## LAYOUT - BORDER

### Heading Gaps

The heading gap is the gap between the heading and the top line of the text. If you have two lines of heading, the first gap is that between the first heading and the second heading. The second gap is that between the second heading and the top of the text. For alternate headings, the gap you specify for the first and second line headings should be the same.

### **BORDER FOOTING**

Enter footing text.



Use this command to enter your document footing. It's very similar to the 'Heading' command.

Superscript prompts 'ENTER Footing Gap.' Enter the number of lines you require between your footing and the bottom line of the page and press 'Return.'

Then you are prompted 'ENTER Text.' Enter the text you require for the left aligned, centered, and right aligned parts of footing, separated by up arrows. Leave blank any sections not required, but be sure to have two up arrows. Then press 'Return.'

All footings and footing gaps must fit into the bottom margin.

You can add special print features such as bold and underline by normal editing (see the 'Feature' command).

Example: `*ft2:left↑↑right←`

Note. You can enter a second line of footing by typing in the `*fs` layout command. A second footing command must be on a line on its own. The sections of the second footing line are the same as for the first line above.

Example: `*fs2:left↑center↑right←`

If you want footings on alternate sides of the page for even and odd pages follow these steps:

1. Use the '`*fs`' command for the second footing line.
2. Use 'Footing-Alt' on the 'Layout Set' sub-menu to insert the alternate footing indicator in the text.

Footing Gaps

The footing gap is the gap between the footing and the bottom of the paper. If you have two lines of footing, the first gap is that between the first footing and the second footing. The second gap is that between the second footing and the bottom of the page.

For alternate footings, the gap you specify for the first and second footings should be the same.

Page Number Character

Use the number sign '#' to represent the page number, in any position in any headings or footing line. Superscript substitutes the page number for this character when you print or view the document.

**BORDER LEFT**

Set heading/footing left margin.



The left hand margin of the heading and footing text is assumed to be the same as your document unless this command is used to specify a different margin. If you're changing margins within your document, you should set 'Border Left' and 'Border Right' margin to insure that headings, footings, and page numbers are properly aligned.

You are prompted 'ENTER Value.' Enter the column position you want for the heading and footing left margin, and press 'Return.'

Example: \*h16←

**BORDER RIGHT**

Set heading/footing right margin.



This command is exactly like the previous command, except that it sets a column position for the alignment of the right-hand part of headings and footings.

Example: \*h16:hr70←

## LAYOUT - ENTER

### LAYOUT ENTER

Menu for layout values.



Use the 'Enter' sub-menu when you want to skip lines, set special printer features, enter lines per inch or characters per inch, or reset a page number.

The commands available through the 'Enter' sub-menu are:

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

### SKIP LINE

Print a number of blank lines.



Use this command to print a number of blank lines.

Superscript prompts 'ENTER Value.' Enter the number of blank lines you want before the next line of text and press 'Return.' Text resumes after the number of lines entered.

Example: \*sk4←

There won't be any effect on your Editing screen, but when Superscript prints, it will skip the number of lines you specify. This allows you to have more compact text on your Editing screen for use with long documents.

### PRINTER FEATURE

Send an extra character sequence.



Use this command to send an extra character sequence to your printer, telling it to use a special feature.

Superscript prompts 'ENTER Values.' Use your printer manual to find out the sequences of codes that are needed to get at the special feature. Enter the codes for the feature you want and press 'Return.'

Example: \*fe14,15←

You can enter a number of values separated by commas. This command can be used for all printers, with or without secondary addressing. The \*sa command is also available, but only on printers that use secondary addressing.

If you're going to use printer features often, you may prefer to set up the codes in the printer definition in the "defaults" file. Then you can select the features from the 'Feature' sub-menu. For details of this and the \*sa command, see **Modifying Your Printer Definition**.

**LINES PER INCH** Set lines per inch.

**f1** **L** **E** **L** Use this command to set the number of lines per inch.

Superscript prompts 'ENTER Value.' Enter the number of lines per inch you want and press 'Return.'

Example: \*li8←

Available settings are 4, 6, 8, 12. (Not all printers support all these settings.) Most printers are set at 6 lines per inch, giving 66 lines on an 11 inch page. If 6 is the setting you want, you don't need to set this command.

**CHARACTERS/INCH** Set characters per inch.

**f1** **L** **E** **C** Use this command to set the number of characters per inch in a line. This is sometimes known as "pitch."

You are prompted 'ENTER Value.' Enter the number of characters per inch you want and press 'Return.'

The available settings are 8, 10, 12, 15, and 20. Most printers are set at 10, so this command is unnecessary if 10 is the setting you want.

Example: \*li8:ci15←

**PAGE NUMBER** Define page number value.

**f1** **L** **E** **P** Superscript's page numbering system uses two related commands.

In a heading or footing, you place the '#' character that will be replaced by the actual page number when the document is printed.

If no value is set for the starting page number, Superscript assumes that it is 1. The number is automatically increased by 1 for each page.

If you want to reset page numbering at the beginning or in the middle of a document, use this command. When Superscript prompts 'ENTER Value,' enter the page number you want.

Make sure that the command is placed on a line of the page where the new page number is to take effect. If you use this command at the beginning of the document it will affect the first page.

## LAYOUT - MARGIN

### LAYOUT MARGINS

Menu for margin values.



Use this menu of commands to set your left, right, top and bottom margins, indent paragraphs and offset your document on the printer. Margin commands can be used anywhere in your document.

If you like your documents set up in a particular way, establish the settings that suit you and enter them in the "defaults" file on your data disk. They will then be set up for you on loading Superscript and are not necessary in each document.

The commands available through the 'Margin' sub-menu are:

Left	Right	Indent	Top	Bottom	Page-Length
Offset	Even-Offset				

### LEFT MARGIN

Set left margin.



Use this command to set the left-hand margin of your document.

Superscript prompts 'ENTER Value.' Enter the column position of the margin you want and press 'Return.'

Example: \*lm6←

When you start Superscript up, the left margin is automatically set to 4, so you don't need to use this command if a margin of 4 is suitable for the position of your paper and text.

The '\*in' indenting command works by adding to the current '\*lm' setting.

### RIGHT MARGIN

Set right margin.



Use this command to set the right-hand margin of your document.

Superscript prompts 'ENTER Value.' Enter the column number of the right margin you want and press 'Return.'

Example: \*rm78← or \*lm6:rm78←

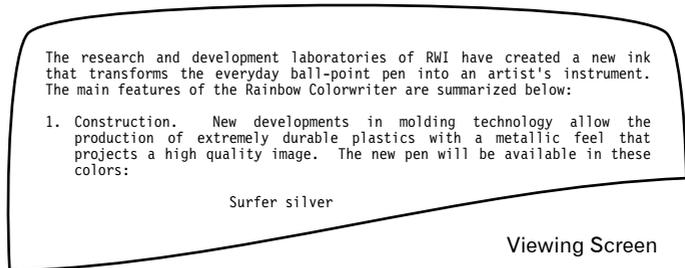
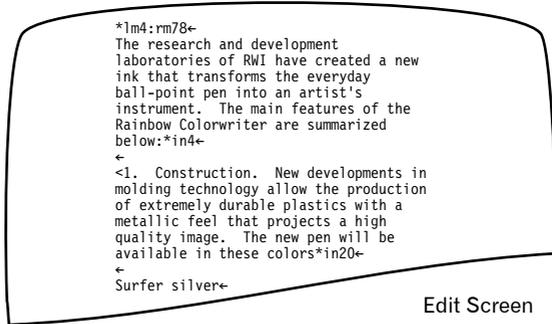
All right-aligning and justification operates on this margin. The default setting is character position 76.

**INDENT MARGIN**

Set number of columns to indent.



When you indent a piece of text, you temporarily reset the left margin. Typically, you want to have numbers, words, or letters "released" from the indented margin to a point level with the left margin above.



We refer to each new indentation as an "indentation level." Superscript has four levels of indentation each one moving the text to the right, relative to the previous level. This allows you to keep your indented text unchanged when you change the left margin, and to change the position of individual indented section easily and quickly.

Before indenting a section of text from the **main left margin**, you need to work out the number of columns from column 1 of the screen to the beginning of the indented

## LAYOUT - MARGIN

text. If you need to accommodate paragraph numbers like "1.1.3" plus 3 spaces, the distance is from 1 to 9, i.e. 8 columns.

Follow these steps.

1. Work out the number of columns to indent, for example 8.
2. Place an '\*in' command on the previous line, for example '\*in8'.
3. Where the indentation begins, if there is a paragraph number or other "outhanging" piece of text, place a margin release character '<' **in column 1**.
4. Type the paragraph number and following spaces, then begin your text.
5. If there's no "outhanging" paragraph number, enter text as normal from column 1.

Finally, there are a couple of other points to remember.

- \* Whatever the level, always begin in screen column 1.
- \* You can change the '\*lm' setting without affecting indentation settings.

See **Creating a Longer Document** and **Indentation** in the section **More About Superscript** for guidelines to using this command.

### TOP MARGIN

Set position of first print line.



Use this command to set the position of the first print line of your document. If you are using headings, the printed text includes your headings.

Superscript prompts 'ENTER Value.' Enter the number of lines required between the position of the print head against the paper and the first line printed. Then press 'Return.'

Example: \*tm0←

**BOTTOM MARGIN**

Set lines to bottom of page.



Use this command to set the gap at the bottom of your document. All footings and footing gaps make up the bottom margin.

Superscript prompts 'ENTER value.' Enter the number of lines required between the last line of printed text and the bottom of the paper.

Example: \*bm8←

**SET PAGE LENGTH**

Set maximum number of lines per page.



Use this command to define the number of lines on your paper.

Superscript prompts 'ENTER Value.' Enter the number of lines required.

Superscript's default setting is 66 lines per page, or you can set page length in your "defaults" file.

When you use a letter quality printer with a single sheet feeder, this setting is the number of lines between the start of one sheet and the start of the next. You may need to add lines to account for the gap between the bottom of one page and the top of the next.

Example: \*pl60←

**OFFSET PRINT**

Set offset columns for printer.



You may want to offset your left margin on the printer, particularly when using a single sheet feeder on a letter quality printer. This command shifts the starting position over to the right by a number of columns, without the need to change the left margin setting.

Superscript prompts 'ENTER Value.' Enter the number of columns by which your margin is to be offset on the printer.

Example: \*of40:1m10←

Printing will begin at printer column 50, 10 more than the offset 40.

## LAYOUT - MARGIN

### **EVEN OFFSET**

Set offset for even-numbered pages.



Left-hand or even-numbered pages may need offsetting to the left to leave an extra margin on the right for binding. This command allows text to be printed offset to the left on the paper, without affecting other aspects of the layout.

Superscript prompts 'ENTER Value.' Enter the number of characters by which the normal offset should be adjusted for the even-numbered pages.

Example: \*e08←

**LAYOUT SET**

Menu for layout settings.



Use this menu of commands to justify, center, or right align text, set alternate heading or footing indicators, set double spacing or start a new page.

**Setting Features On And Off**

Five of these commands can be either "on" or "off." When a feature is on, your document text is affected by the command. For example, when centering is on with '\*cy', all text will be centered. To cancel centering, you have to place another command in the text to switch it off: '\*cn'. The letter 'y' as the second letter command switches the feature on, and the letter 'n' switches it off. You can use upper case 'Y' and 'N' if you prefer.

The commands available through the 'Set' menu are:

Center Justify R-Align Heading-Alt Footing-Alt Spacing New-Page
--

**SET CENTERING**

Centralize text between margins.



If you want to center your text, use this command.

Superscript shows the 'Start End' sub-menu. Press 'S' or 'Return' to switch centering on, or 'E' to switch it off.

All text between the '\*cy' and '\*cn' commands will be centered between the left and right margins.

Example: \*cy;TITLE\*cn←

You can have multiple lines between '\*cy' and '\*cn.'

**SET JUSTIFY**

Set even right margin.



If you want an even right-hand margin use this command. Superscript shows the 'Start End' sub-menu. Press 'S' or 'Return' to switch justification on, or 'E' to switch it off.

All full lines of text are justified between the left and right margins.

Example: \*jY←

## LAYOUT - SET

### RIGHT ALIGN

Align text to right margin only.

**f1** **L** **S** **R** If you want text right-aligned with a ragged left margin, use this command.

Superscript shows the 'Start End' sub-menu. Press 'S' or 'Return' to switch right alignment on, and 'E' to switch it off.

All text between the \*ry and \*rn commands will be aligned with the right-hand margin only.

Example: \*ry;October 23, 1984\*rn←

The text is typed in at column 1, as normal.

### SET HEADING ALT

Set alternate heading.

**f1** **L** **S** **H** You have an option to use the second line of heading as an alternate heading for even-numbered (left-hand) pages. The command '\*hy' causes the second line of heading, set with '\*.hs,' to be printed as the alternate heading. Use '\*hn' to cancel '\*hy.'

Example: \*hy←

### SET FOOTING ALT

Set alternative footing.

**f1** **L** **S** **F** This command is exactly like the previous one for setting alternate headings. The command '\*fy' causes the second line of footing set with '\*fs,' to be printed as the alternate footing. Use '\*fn' to cancel '\*fy.'

Example: \*fn←

### SET SPACING

Set spacing between lines: 0 / 1 / 2.

**f1** **L** **S** **S** Use this command to set single (0), double (1), or triple (2) spacing between lines throughout your document with one command. Return to normal spacing with '\*sp0.'

Example: \*sp1←

**SET NEW PAGE**

Start new page.



Use this command to start a new page with the next line of text. The command has the form '\*np' when the page is to change immediately.

You can follow '\*np' with a number to get a "conditional" page change. For example, if Superscript encounters '\*np6' in the text, it checks to see if there are still six or more lines available to print on, as defined by the current '\*pl' setting. If there are less than six, Superscript starts a new page. If there are six or more, Superscript ignores the command.

## QUIT

### THE QUIT COMMAND

#### QUIT



Leave the Superscript program.

Use this command to exit Superscript. Remember, when you use this command, Superscript erases text in the text area. So if you want to keep your document, make sure you store it before using this command.

You are prompted 'No Yes.' Highlight 'Yes' and press 'Return' to quit. If you have a document in memory, you are prompted with the Confirmation sub-menu 'Proceed Abandon.' Press 'P' or 'Return' to exit, or 'A' to return to your document.

**THE CALCULATOR COMMAND**

**CALC**

Calculator and math functions.



You can use Superscript's math facilities in three ways. First, you can use the 'Calc' commands as an interactive five function calculator, entering values when prompted. Or, you can do the same thing, only picking up values from the text of your document. The third technique allows you to add up entire lines and columns, even multiple columns, all with single commands.

The calculator commands are:

Zero View Add Subtract Multiply Divide Percent Result Table Line Column
--

**Decimal Places**

The number of decimal places is variable. Use the 'Set Decimals' command to change it (the start up setting is 2). Calculations are automatically rounded to the current decimal place setting.

The calculator will display up to 20 digits before the decimal point, and 10 after.

**Allowed Characters**

Numbers can include currency signs, the minus sign, parentheses (to indicate negativity), commas, and the decimal point.

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

See 'Set Decimals' for details of automatic comma insertion.

**Entering Numbers**

It's best to enter numbers at a numeric tab position (see the 'Tab' commands). This insures correct alignment for column addition and an accurate way of picking up numbers from the text.

**Important.** Avoid the use of the 'Insert' mode and the 'Inst/Del' key with columns of numbers, as it's very easy to disrupt the layout.

## CALCULATOR

When you move to a numeric tab, Superscript automatically shifts into 'Numeric' mode, and then returns to normal mode when you leave the tab.

However, you can shift into 'Numeric' mode at any time with the 'Set Numeric' command.

Whenever Superscript is in 'Numeric' mode, numbers and allowed characters appear from right to left, calculator style, until you enter a decimal point, space, or character that's not allowed. If you need to enter a number again at the same point, use 'Control-C' first to clear the entry, then use 'F7' to tab to the decimal point and proceed.

### Using Return

Remember to press 'Return' at the end of any line of numbers even when it's only got one number on it. If you don't do this, your display may come out wrong.

### Calculator and Document Calculator

Below, we refer to the 'Interactive Calculator' -- the one that doesn't pick up from the document -- separately from the 'Document Calculator.' The main difference between the two is whether you place the cursor on a number in the document or not.

### Calculator Display

All calculator results are shown on the Tabs Line. A result remains visible only until you press a key, but you can check the current result at any time with 'Calc View' (see below).

#### **ZERO CALCULATOR**



Clear calculator result.

Set the calculator to zero for further calculations.

#### **VIEW RESULT**



See calculator result.

View the result in your calculator.

**ADD TO RESULT**

Add value to result.



**Interactive Calculator.**

With the cursor clear of any figures or the decimal point, enter this command. If there is no decimal point, place the cursor such that there is at least one space to the right of the number. Superscript prompts 'ENTER Value.' Enter the value to add to the current result, and press 'Return.'



**Document Calculator.**

Place the cursor anywhere on the number in your document you want added to the calculator. Enter this command and the number is added to the calculator. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

**SUBTRACT**

Subtract value from result.



**Interactive Calculator.**

With the cursor clear of figures or the decimal point, enter this command. Superscript prompts 'ENTER Value.' Enter the value to subtract from the current result, and press 'Return.'



**Document Calculator.**

Place the cursor anywhere on the number to be subtracted from the result currently in the calculator. Enter this command and the number is subtracted from the current result. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

**MULTIPLY RESULT**

Multiply result by value.



**Interactive Calculator.**

With the cursor clear of figures or the decimal point, enter this command. Superscript prompts 'Enter Value.' Enter the value by which to multiply the current result.

## CALCULATOR



### Document Calculator.

Place the cursor anywhere on the number by which you want to multiply the result currently in the calculator. Enter this command and the current result is multiplied by the number marked by the cursor. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

## **DIVIDE RESULT**

Divide result by value.



### Interactive Calculator.

With the cursor clear of figures or the decimal point, enter this command. Superscript prompts 'ENTER Value.' Enter the value by which to divide the result, and press 'Return.'



### Document Calculator.

Place the cursor anywhere on the number by which you want to divide the result currently in the calculator. Enter this command and the current result is divided by the number marked by the cursor. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

**PERCENT OF RESULT** Get percentage value of result.



### Interactive Calculator.

With the cursor clear of figures or the decimal point, enter this command. Superscript prompts 'ENTER Value.' Enter the percentage to apply to the current result, and press 'Return.'



### Document Calculator.

Place the cursor anywhere on the percentage in text. Enter this command, and Superscript calculates the percentage of the current result, which then becomes the current result. The cursor ends up on the decimal point if there is one, or to the right of the number if not.

**DISPLAY RESULT**

Place result in text.



Position the cursor where you want the result to appear in your document. Allow sufficient space to the left of the decimal point for the result. Enter this command. The current result is entered into your document, with the decimal point appearing at the cursor position. The cursor ends up to the right of the number. If comma format has been selected, figures are placed in text with commas.

**ADD TABLE**

Add columns to right of cursor.



If you want to add up several columns of figures that have been entered at numeric tabs, first place the cursor on the line where you want the totals to appear, to the left of all the columns to be added. Enter this command. Superscript adds up all the columns on numeric tabs to the right of the cursor in turn. The cursor ends up to the right of the last figure on the line, ready for you to press 'Return.'

Columns to be added must have numeric tabs set. The rules on column limits are the same as for 'Add Column' below.

**ADD LINE**

Add values to left of cursor.



If you want to add a line of figures, use 'F7' to tab across the line to any point to the right of the last figure. This is usually a preset decimal point for a total column. Enter this command. The row of figures is added for you. Remember to press 'Return' to end the line.

Any number with a minus sign before it, or in parentheses, will be subtracted.

**ADD COLUMN**

Add values above the cursor.



If you want to total a column of figures, use 'F7' to tab to the numeric tab of the column, on your total line. Enter this command. The column of figures is added for you.

## CALCULATOR

Any number with a minus sign before it or in parentheses will be subtracted.

Dashes immediately above the cursor denoting a total or subtotal are disregarded. Any non-valid character such as '====' (see above) in the column of figures limits the range of the column addition.

You may need to add columns with running totals, for example:

1050	Make sure that the lines of dashes extend
2365	past the decimal point position.
-----	This prevents the addition of numbers
3416	above the line.
661	
242	
4319	
=====	

**THE FEATURE COMMAND**

**FEATURE**

Select printer feature.



Use these commands when you want to select special printer features.

Most printers have features such as underlining and boldface, to enhance the appearance of printed text. Superscript has a number of 'Feature' commands to switch these enhancements on and off. There is also a 'Feature>' sub-menu, which allows you to obtain any non-standard features on your own printer that you yourself have defined in your Printer Definition in the "defaults" file.

The general method for obtaining printer features is this. First, position your cursor to where you want the feature to start, at the beginning of a heading, for example. Use the appropriate command, select 'Start' from the 'Start End' sub-menu and the special character that indicates the 'Start' of the feature appears. Move to where you want the feature to stop, with the cursor positioned just after the last character of the word, and use the command again, this time specifying the 'End' of the feature. The appropriate special character appears. Don't expect to see on-screen underlining.

Either insure that 'Insert' mode is on, or make a space where the feature character is to go.

Every special character occupies a place on the Editing screen. This means that if you switch bold and underlining on and off four times each in one line, you'll have inserted eight special characters. In tables especially, this can sometimes give the impression that column headings, for example, aren't aligned with columns. But the print will be all right. The best solution to this is to complete all columns and headings and check that everything is aligned properly, then insert your boldface or other special characters.

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

**UNDERLINE**

Underline.



Place the cursor at the start of the text you wish to underline, and enter this command.

Superscript prompts 'Start End.' Press 'S' or 'Return' to start underlining.

## FEATURE

A highlighted capital 'U' indicates the start of underlining.

Move the cursor to the space after the text you wish to underline. Repeat the command, but press 'E' for 'End.'

A highlighted lower case 'u' marks the end of underlining. All underlined text is highlighted when you view your document. If you want to remove underlining, erase the start and end underline markers.

**Note.** CBM printers cannot produce underlining. For this reason, in the "cbm dot matrix" printer definition supplied, this feature is initially set to produce 'inverse field' although you can change this if you wish.

### **BOLD**



Overstrike.

Place the cursor at the start of the text to be boldfaced, and enter this command.

Superscript prompts 'Start End.' Select 'Start' by pressing 'S' or 'Return.'

A highlighted capital 'B' marks the start of bold text.

Move the cursor to the space after the boldface text. Repeat the command but press 'E' for 'End.'

A highlighted lower case 'b' marks the end of the boldface text. All bold text is highlighted when you view the document. If you want to remove bold, erase the start and end bold markers.

### **SHADOW**



Shifted overstrike.

'Shadow' prints each character twice, the second imprint a tiny fraction to the right of the first, giving broader characters than normal.

Place the cursor at the start of the text to be enhanced, and enter this command.

Superscript prompts 'Start End.' Select 'Start' by typing 'S' or 'Return.'

A highlighted capital 'S' marks the start of shadow printing.

## FEATURE

Move the cursor to the space after the text to be shadowed. Type in the command again, and press 'E' for 'End.'

A highlighted lower case 's' marks the end of shadow. All shadowed text is highlighted when you view the document. If you want to remove shadowing, erase the start and end shadow markers.

### CONDENSE

Small font.



Place the cursor at the start of the text to be condensed, and enter this command.

Superscript prompts 'Start End.' Select 'Start' by pressing 'S' or 'Return.'

A highlighted capital 'C' marks the start of condensed text.

Move the cursor to the space after the text to be condensed. Type in this command again, and press 'E' for 'End.'

A highlighted lower case 'c' marks the end of condensed text. All condensed text is highlighted when you view the document. If you want to remove condensing, erase the start and end condense markers.

### ENHANCE

Large font.



Place the cursor at the start of the text to be expanded and type in this command.

Superscript prompts 'Start End.' Select 'Start' by typing 'S' or 'Return.'

A highlighted upper case 'E' marks the start of enhanced text. The code uses up one character position so use 'Insert' mode when enhancing existing text.

Move the cursor to the space after the text to be enhanced. Repeat this command, and press 'E' for 'End.'

A highlighted lower case 'e' marks the end of enhanced text. All enhanced text is highlighted when you're viewing the document. If you want to remove enhancing, erase the start and end enhance markers.

## FEATURE

### 1-SUPERSCRIFT

Set superscript next character.



If you want to set the next character as a superscript (e.g. a<sup>2</sup>), enter this command followed by the character you want as a superscript.

A highlighted '+' in front of the character marks the character to superscript. The superscript character will be highlighted when you view the document. If you want to remove superscripting, erase the superscript marker.

### 2-SUBSCRIPT

Set subscript next character.



If you want to set the next character as a subscript (e.g. H<sub>2</sub>O), enter this command followed by the character you want as a subscript.

A highlighted '-' in front of the character marks the character to subscript. The subscript character will be highlighted when you view the document. If you want to remove subscripting, erase the subscript marker.

## FEATURE

Menu for extra features.



The commands available through this sub-menu are:

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

Each of these features is represented by the highlighted number, except for the 'Escape' character, which is a highlighted up-arrow, and the 'Backspace' character which is a highlighted exclamation point. Use the command and the appropriate character appears in the text at the cursor position.

Features 1 to 0 must be defined by you in your Printer Definition in the "defaults" file before they can be used. Remember, you will probably need one character to switch a feature on and another to switch it off.

See **Modifying Your Printer Definition.**

THE HELP COMMAND

HELP



Get help.

Use this command to get help on how to use Superscript's menu commands, get out of commands, and use 'Control' commands.

To select this command quickly, press the 'F8' key.

In addition, menu commands display a short help message describing the command highlighted.

**ERROR MESSAGES**

Below is a list of error messages you may come across, with a brief description of what they mean. After these messages, we list the most common filing system and disk drive error messages. We have tried to include the most common errors, but nobody's perfect. If you do find an error that's not in these lists, consult your dealer.

<b>Disk Full</b>	There is insufficient room on the disk to close a document file, so the file has been left open. Use the 'F1 Document Utility Verify' command to remove such files.
<b>Out Of Memory</b>	You have used up your text area, or the memory area used to store unique words during spelling is full.
<b>Too Many Tabs</b>	You have set too many tabs. Maximum is 30.
<b>Number Out Of Range</b>	The number under the cursor is out of the range of the calculator. Max 20.10.
<b>Result Out Of Range</b>	The calculator result is out of range -- max 20.10.
<b>End Of Data</b>	You have come to the end of your merge file.
<b>File Exists</b>	The filename you entered already exists and this command requires a new name.
<b>No Block Set</b>	You have not set a block to work with.
<b>Cursor Inside Block</b>	Your cursor is within your block.
<b>Document In Memory</b>	The function you have selected is not available until memory is cleared.
<b>Invalid Marker Format</b>	(1) You have deleted the '<' at the beginning of a marker. (2) The information in your marker is too long. Maximum is 12.

## ERROR MESSAGES

## APPENDIX A

<b>End Of Merge List</b>	You have output all the records in your merge list available.
<b>End Of Markers</b>	You have filled all the markers in your document.
<b>End Of Document</b>	You are at the end of your document.
<b>End Of Linked Document</b>	You are at the end of a series of linked documents. This is usually displayed after copying a chain of documents.
<b>Command Area Exceeded</b>	You have assigned too many characters to command strings. The maximum is 1024.
<b>Command Not Defined</b>	You tried to execute a command that is not defined!
<b>Too Many Marker Names</b>	You have defined more marker names than are in the merge list.
<b>No Marker Names On Line One</b>	You have not defined your marker names on line 1.
<b>Marker Name Too Long</b>	(i) Your marker name is too long. Max 12. (ii) You have deleted the '>' at the end of your marker.
<b>Invalid Merge List</b>	You have selected an invalid merge list.
<b>Marker Name Not Defined</b>	You have a marker name in your document not defined in your name (*nm) command.
<b>Unknown Command</b>	You have entered a command that Superscript can not recognize.
<b>Wrong Character After Command</b>	Check your layout command at the cursor position.

**APPENDIX A****ERROR MESSAGES**

<b>Number Too Large</b>	You have used too large a number in your layout command.
<b>Invalid Number</b>	You have used an invalid number in your layout command.
<b>Bottom Margin Too Large</b>	Your bottom margin is not consistent with other margins.
<b>Number Of Up Arrows In HD/FT</b>	You have not defined the heading/footing areas correctly.
<b>HD/FT/PS Text Too Long</b>	Your heading, footing, or pause text is too long. Max 128 characters for heading or footing text, or 40 for pause text.
<b>Margins Too Close</b>	Your margins are too close together. Min 15 characters.
<b>Left Margin = 0</b>	Your left margin must be 1 or greater.
<b>Left Margin &gt; Right Margin</b>	Your left margin must be less than the right margin in force at this point.
<b>HD Number Too Large</b>	The gap between your heading and text is too large.
<b>Too Many Controls In Line</b>	You have too many layout commands on a line.
<b>Not At Start/End Of Line</b>	Your layout command is not at the start or end of a line.
<b>HD/FT Not Defined</b>	Your heading/footing is not defined.
<b>Not At Start Of Line</b>	Your layout command is not at the start of a line.

**FILING SYSTEM ERROR MESSAGES**

Filing system error messages occur when there has been an unsuccessful access to an external peripheral. These are displayed as:

**I/O Error = <No>**

on the Tabs Line.

The character to the right of the equals sign can be the letter "A" or a number in the range 0-9, and is defined as follows:

- A Device not connected
- 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 'I/O Error= A' which typically occurs when you select a printer interface from the menu and there is no printer connected to your computer. If you get any of the other messages, this is a serious condition and you should 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> will appear only if you have a larger disk drive.

Below is an abbreviated list of the most frequently occurring disk drive error messages. The number on the left is 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.
```

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 will give an error message, subsequent attempts should be successful.

```
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
```

**GLOSSARY**

A list of terms used in this manual.

<b>ALIGNED</b>	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.
<b>APPEND</b>	Add the current block to the end of a document on disk.
<b>BAUD RATE</b>	Rate of data transfer between the computer and a peripheral device such as a printer.
<b>BLOCKS</b>	An area of text to be acted upon, e.g. repeated, moved, erased, etc.
<b>CALCULATION</b>	The result retained in the calculator memory.
<b>CHARACTER</b>	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.
<b>COMMAND</b>	A string of menu selections that together tell Superscript what to do.
<b>COMMAND KEY</b>	A key which, if pressed after the 'Run/Stop' key, will carry out a sequence of commands. This sequence is assigned to it using the 'Set' menu.
<b>COMMENT</b>	A line or partial line of information that is not output and has no effect on the final appearance of the document.
<b>CONDITIONAL MARKER</b>	A marker that will only occupy a line in your document if it is filled with data on merging. Very useful where address lines in a merge list may be blank.

## APPENDIX B

## GLOSSARY

<b>CONDITIONAL NEW PAGE</b>	A command that begins a new page if the number of lines specified in the command will not all fit on the current page.
<b>CONTINUOUS PRINT</b>	All the pages in any document are automatically printed in succession. This is Superscript's normal way of printing. For non-continuous printing, select 'Wait' on the 'Print' menu.
<b>CURRENT BLOCK</b>	The block of text most recently marked and held in memory for further action.
<b>CURSOR</b>	This is the small flashing block on the screen that indicates where the next character to be typed will appear.
<b>CURSOR CONTROL KEYS</b>	Marked with arrows. Used to move the cursor.
<b>DATA LIST</b>	See merge list.
<b>DECIMAL TABS</b>	Used to automatically align the decimal point in a column of numbers.
<b>DEFAULTS FILE</b>	Stores default values. Superscript creates this file on any disk it prepares.
<b>DEFAULT TABS</b>	Superscript's preset tab positions, usually every ten characters across the screen.
<b>DEFAULT VALUES</b>	If you don't give values to layout commands, such as page length, when you print a document, Superscript will give them a starting value for you. These starting values are stored in your "defaults" file. You can add to them or change existing ones.
<b>DELETE</b>	See Erase.
<b>DIRECTORY</b>	A list of the names of your documents on disk.
<b>DOCUMENT</b>	Any text in memory, or stored on disk, created using Superscript.

## GLOSSARY

## APPENDIX B

<b>EDIT MODE</b>	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.'
<b>EDITING SCREEN</b>	The EDIT mode screen. Contrasts with the Viewing screen.
<b>ERASE</b>	Remove text without leaving a gap, i.e. the remaining characters move to fill the space that was occupied by the deleted text.
<b>FILE</b>	The action of storing a new document on disk.
<b>FIND</b>	Locate a specific group of characters and move the cursor to the end of the group.
<b>FIXED MARKER</b>	A marker in a merge document that does not automatically reformat text when merge data is inserted into it.
<b>FOOTING</b>	Up to two lines of text that appear on the bottom of every page. Can be split into three zones (left, center, right) and may include the page number.
<b>FORMAT</b>	The arrangement or appearance of printed text.
<b>FORMATTING</b>	<ol style="list-style-type: none"><li>1. Preparing a disk to receive information.</li><li>2. Laying out the appearance of your document.</li></ol>
<b>HARD SPACE</b>	Used to join words that you do not want output over two lines.
<b>HEADING</b>	Up to two lines of text that appear at the top of every page. Can be split into three zones (left, center, right) and may include the page number.
<b>HORIZONTAL TABS</b>	Selected positions along the text line to which the cursor may be moved by pressing 'F7.'

## APPENDIX B

## GLOSSARY

<b>INSERT</b>	Add characters, words, or lines in between other characters, words, or lines in a document.
<b>INSERT MODE</b>	The Superscript text entry mode that inserts characters instead of overtyping.
<b>JUSTIFIED</b>	Left and right-hand edges of text are aligned.
<b>L:001 C:001</b>	The Status Line indicator for the top left hand corner of the screen. The L (line) and C (column) values change as the cursor moves around the screen.
<b>LINE TAB</b>	A marker that specifies a line to which you can move the cursor directly with the 'Tab Line Tab' command.
<b>LINKED DOCUMENT</b>	Several documents chained together. They are treated as one document for certain operations, e.g. printing.
<b>LOAD</b>	Take a document that is on a disk and copy it into the computer's memory.
<b>MAIL MERGE</b>	The process of printing multiple copies of a standard letter with a different name and address in each copy. Names and addresses are stored in a merge list.
<b>MARKERS</b>	Specially marked points in a document that are automatically filled with information from another file (data list/merge list), when the document is output. See Variable, Fixed, and Conditional Markers.
<b>MEMORY</b>	That part of the computer where your document is held. The contents of memory are erased when the computer is turned off.
<b>MERGE</b>	Insert data from a merge list on disk into markers in a document.

## GLOSSARY

## APPENDIX B

<b>MERGE LIST</b>	A document on disk that contains a list of information that automatically goes into variable, fixed, or conditional markers in a document.
<b>PATTERN MATCHING</b>	The use of special characters to create strings that will match and/or replace more than one word.
<b>PITCH</b>	The number of printed characters per inch, or lines per inch.
<b>PHANTOM SPACES</b>	Spaces that Superscript automatically inserts when wordwrap is switched on and a word is moved down to the next line.
<b>RAGGED</b>	The edge of the printed text is not aligned.
<b>REVERSE FIELD</b>	Displayed with the character and background exchanged.
<b>SCROLL</b>	Display off-screen parts of a document using the cursor or 'F7' keys.
<b>SINGLE SHEET FEEDER</b>	A device that attaches to and automatically feeds single sheets through to your printer.
<b>SOFT HYPHEN</b>	Used to indicate where a word should be divided when the entire word does not fit at the end of a printed line.
<b>STATUS LINE</b>	One of two lines at the top of the screen when you are entering, editing, or outputting text. These lines display information on Superscript's modes, document name, and cursor position.
<b>STORE</b>	Save a file from the computer's memory onto a disk.
<b>TABS</b>	Selected positions on the text area to which the cursor may be moved with 'Tab' commands or key.
<b>TEXT AREA</b>	Your text work area. Superscript's text area can hold 500 lines of text.

**APPENDIX B****GLOSSARY**

<b>TEXT WIDTH</b>	The width of the screen line onto which you type your document. This value can be changed from 40 to a maximum of 240.
<b>VARIABLE MARKERS</b>	Points in a merge document that accept data of variable length.
<b>VIEWING SCREEN</b>	Displaying your document exactly as it will be printed. Contrasts with Editing screen.
<b>WORDWRAP</b>	The text entry mode that prevents words being split between two lines on screen. If a word overlaps a line it is moved onto the next line.

**UPGRADING TO SUPERSCRIPT****Using Superscript**

Superscript and Easy Script have much in common, and Superscript has been designed to be compatible with Easy Script or Easy Spell with the minimum of effort. Despite this, Superscript is a more powerful and comprehensive product, and there are many differences, so you will need to refer to the manual.

In particular, we recommend that you work through the tutorials as they will teach you the basic principles of Superscript. They will also show you some of the major differences, such as what the Easy Script user knows as a fill file, Superscript calls a mail merge.

It is the aim of this appendix, therefore, to tell you only what you need to know to use Superscript with your existing Easy Script document files and dictionary disks.

**Converting Text Files**

If you want to use Superscript to edit a document created with Easy Script, just load the Easy Script document in the normal way within Superscript, with the command sequence 'F1 Document Load.' Superscript does the necessary conversion automatically and you can continue editing with Superscript.

Remember, once a document has been converted it is considered a Superscript file and you cannot use it with Easy Script again. For this reason, if you think you will want to use Easy Script on a file again, make a security backup before converting it and use that.

Superscript accepts most Easy Script commands, but we recommend that once you are editing within Superscript, you use Superscript commands to avoid problems.

**Converting Dictionary Files**

You can use any Easy Spell disks with Superscript, but first you must rename the dictionary file. Use the 'F1 Document Utility Rename' command sequence to change the name of any dictionary file from 'user dictionary' to 'dictionaryu.'

CONTROL KEY COMMANDS

In this appendix we give you a list of all the 'Control' key commands. They are listed in alphabetic order for quick reference.

Control-A	<b>Append block.</b> Copies the "current block" at the cursor position.
Control-B	<b>Beginning of text.</b> Moves the cursor to the start of your document.
Control-C	<b>Clear entry.</b> Clears the whole word or string of characters the cursor is on. Does not close up the text.
Control-D	<b>Delete word.</b> Deletes the characters from the cursor to the beginning of the next word, including spaces. Closes up the text.
Control-E	<b>Next word.</b> Moves the cursor to the first character of the next word.
Control-F	<b>Change case.</b> Changes the case of the word or part of the word under and to the right of the cursor.
Control-G	<b>End of text.</b> Moves the cursor to the end of your document.
Control-H	<b>Previous character.</b> Moves the cursor left one character.
Control-I or F7	<b>Tab forward.</b> Moves cursor to next tab position.
Control-J	<b>Next line.</b> Moves the cursor down one line.
Control-K	<b>Previous line.</b> Moves the cursor up one line.
Control-L	<b>Layout character.</b> Enters the document layout character in text.

Control-M or RETURN	<b>Executes command.</b> Enters the current commands or marks the end of a paragraph.
Control-N	<b>New line.</b> Breaks the line at the cursor position with a paragraph marker and moves the rest of the text on the line to the next line.
Control-O	<b>Previous paragraph.</b> Moves the cursor to the first character of the previous paragraph.
Control-P	<b>Next paragraph.</b> Moves the cursor to the first character of the next paragraph.
Control-Q	<b>Quit.</b> Use this command to quit any function, including viewing and printing.
Control-R	<b>Repeat.</b> Use this command to repeat any menu command. It does not repeat a 'Control' command, or cursor movement.
Control-S	<b>Insert space.</b> Inserts a space at the position of the cursor.
Control-T	<b>Terminate line.</b> Terminates the line at the cursor position with a paragraph marker and erases the rest of the line. Moves the cursor to the beginning of the next line.
Control-U	<b>Next character.</b> Moves the cursor right one character.
Control-V	<b>Insert on/off.</b> Switches 'Insert' mode on. Repeat to switch 'Insert' off again.
Control-W	<b>Previous word.</b> Moves the cursor to the first character of the previous word.
Control-X	<b>Reformat document.</b> Processes your whole document to remove "split" words at the ends of lines. 'Wordwrap' must be operative.

## APPENDIX D

## CONTROL KEY COMMANDS

- Control-Y            **Previous line.** Moves the cursor to the last column on the previous line. When repeated, moves the cursor to the last text character on the line.
- Control-Z            **Reformat paragraph.** Processes the paragraph the cursor is in with the same effect as 'Control-X.' 'Wordwrap' must be operative.
- Control-=            **Back tab.** Moves the cursor to the previous tab position.

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