

# **WORD WRITER 128 ADDITIONS TO YOUR MANUAL**

For Use with Manual Version 95810MVI.1

WORD WRITER 128 has been expanded to include many new features. This supplement reflects these changes in the program. Please read the following additions carefully and insert them in the indicated chapters of your user's manual. (Page numbers from the manual have been provided where they apply.) We hope that these modifications and additions will make your use of WORD WRITER 128 even more enjoyable.



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## Chapter 5

### The 40-Column WORD WRITER 128

Your WORD WRITER 128 program disk contains a 40-column version of the program which you can use with a 40-column monitor. To load the 40-column WORD WRITER 128, be sure the **40/80 DISPLAY** key is in the UP position and that your monitor is connected to the correct socket at the back of your computer. (See your computer or monitor manuals for instructions on connecting your monitor properly.) When using the program in the 40-column mode, you will be able to view 40 columns at a time. Use the right and left cursor keys to scroll your screen so you can view text past column 40. (Not all of WORD WRITER 128's features are available in the 40-column mode. This will be noted in the discussion of each feature.)

## Chapter 6

### Changing Display Colors

Select a color for the background of your display by pressing the **CTRL B** keys until you see a color you like. To change the character color, press **CTRL C**.

## Entering “Hard” Returns

(This feature is not available in the 40-column mode.) When the computer formats your document, it realigns your text to conform to the line length you have indicated. Sometimes the computer may run two paragraphs or lines together that you wish to keep separate. To prevent this from happening, you can enter an arrow symbol indicating a hard return between two sections of text that you want to separate. Move the cursor to the location for the hard return and press the **SHIFT** and **RETURN** keys to insert a “hard” return symbol. “Soft” returns, which are invisible, are inserted when you press the **RETURN** key alone. Soft returns are ignored by the computer when it formats a document.

## Viewing the Calculator on a Monochrome Display (Page 28)

If you are using a monochrome screen, you may have to change the background color of your screen to view the calculator. Press **C** and **F3** to call up the calculator, and then press **CTRL B** until the calculator becomes clearly visible.

## The Automatic Indent Feature

(This feature is not available in the 40-column mode.) Now you can type in indented text without having to indent each line manually. For example, let's say you want to enter a paragraph in your document that will be indented 5 spaces from the left margin. When you reach the line above where this paragraph will appear, press the **⌘** and **F7** keys. Then enter the number 5 to indent your text 5 spaces. Now begin entering your paragraph. Notice that when you reach the end of a line, the Word Wrap feature returns the cursor to column 5, not column 1. When you reach the end of your paragraph, press **⌘** **F7** again and enter 0 to turn off the Automatic Indent feature.

## On-Screen Highlighting

(This feature is not available in the 40-column mode.) On-screen highlighting allows you to enter text in three different type faces – boldface, italics, and underlining – and you can enter numbers using two type styles – subscript and superscript. First let's look at highlighting text.

### Highlighting Text

When typing text, you can use any one text highlighting feature or you can use any combination of the three type faces. Your text will appear on your screen and be printed on your printer using the type face(s) you have selected. To use on-screen highlighting, just press the **⌘** key and a second key that corresponds to the type you want to use:

**⌘** **B** **Boldface**

**⌘** **I** *Italics*

**⌘** **U** Underlining

Select a type face, and press the two corresponding keys simultaneously. Enter your text, and it will appear on your screen in the type face you selected. To use more than one highlighting option, press two keys for the first type face followed by two keys for the second, and so on. Enter your text, and it will be displayed in the type faces you chose. Press **⌘** and the **SPACE BAR** (or the two keys you pressed originally) to turn off this function.

To use this feature when editing a document, move the cursor to the first character of the text you want to modify. Then press the two keys for the type face you want to use. Press **⌘** **R** (for “Repeat”) until you have converted your text to the new type. Release these keys when you have finished.

## **Superscript and Subscript**

The subscript feature allows you to display numbers below the text line while the superscript feature displays numbers above the text line. These features will come in handy especially when you are typing footnotes. Following are the keys used for these special type faces and an example of each.

**⌘** **+** Superscript<sup>2</sup>

**⌘** **-** Subscript<sub>1</sub>

To enter numbers in either subscript or superscript, press the pair of keys that corresponds to the type you want to use. Enter your numbers, which will appear in the selected type-face. Press any alphabetic key or press **⌘** and the **SPACE BAR** to turn off these functions. (Note that the Repeat function will not work with Superscript and Subscript.)

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NOTE: Before using the On-Screen Highlighting feature, be sure to read the “Entries for the Printer Code Window” later in this supplement.

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## Headers and Footers

(This feature is not available in the 40-column mode.) You can enter headers and footers on every page of a document, placing them exactly where you want them. Let’s look at headers first.

### Headers

Move the cursor to line 1 of page 1 at the top of your document. Press **F8** to enter a check mark. Next to this check mark, enter an H. Your line will look like this:

√H

Next to the H, enter a colon (:) and the number of spaces you are using for a left margin followed by a second colon. Your line will look like this:

√H:10:

Now enter the number of the line where the heading will appear. For example, WORD WRITER is set for a top margin of 4 lines. To place your heading on line 3 of the 4-line top margin, you would enter a 3 here, as we have. If your top margin is set for 3 lines, enter either a 1, 2, or 3 here. (Just be sure your top margin is set for a number other than 0, or the computer will have no place for your header.)

√H:10:3



Now you must decide if your heading will appear at the left margin, in the center of the line, or at the right margin. Each of these positions is represented in the check mark line, and each is separated with an arrow (the arrow key is located at the upper right corner of your keyboard). For example, to place the heading at the left margin, enter:

√H:10:3 ↑ name of your heading

To place the heading in the center of the line, enter:

√H:10:3 ↑↑ name of your heading

To place the heading at the right margin, enter:

√H:10:3 ↑↑↑ name of your heading

Just remember that each arrow represents a position along the line where the heading will appear.

Now, to further confuse the issue, you may want to enter a page number on the same line with your heading. To tell the computer to insert a page number in your printed document, you must enter two special characters, < and >. For example, the following entry tells the computer to place the heading at the left margin of line 3 and a page number (preceded by the word "page") at the right margin of each page.

√H:10:3 ↑ name of your heading ↑↑ page<>

## Footers

Footers work the same way, except you enter an F instead of an H in the check mark line. A typical Footer instruction might look like this:

```
√F:10:2 ↑ Report
```

This tells the computer to place the word “Report” at the left margin of line 2 at the bottom of the page.

You can turn headers and footers on and off. For example, if a page in your report contains a full-page table, and you don’t want the header to appear on that page, move the cursor to the top of that page on your screen and enter

```
√HOFF
```

The header will not appear on this page at printout time. At the top of the next page that should contain a header, enter

```
√HON
```

The two commands used for footer on and footer off are

```
√FON
```

```
√FOFF
```

---

**NOTE:** If you are creating separate files that will be chained at printout time, remember to enter your header and footer statements in each new file.

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## Chapter 7

### **Protecting Text from Formatting** (Page 37)

Now you can protect tables, lists, or other text from being formatted by the “Format Text” option by entering a line length of 0 for those sections. Just use the **F7** key to enter a check mark in the line above the material you don’t want formatted. Then enter the number of spaces for your left margin, followed by a comma. Now instead of entering your regular line length of 60 spaces (or whatever you normally use) enter a 0 here for your line length:

√10,0

Remember to enter another check mark line just below your list to reinstate the line length for the document.

### **If the Word Wrap Feature is Inoperable After Formatting . . .** (Page 37)

If the Word Wrap feature doesn’t work at the end of your document after you use the Format option, you may have appended some spaces to the end of your document. These spaces affect Word Wrap. To delete them, move the cursor to the last word in the last line of your document. Press **F3** to delete whatever spaces exist after this word. Word Wrap should again be operable at the end of your document.

## **Copying the Spell Checker Dictionary Files** (Page 40)

The 26 files of the Spell Checker dictionary are located on the back of your program disk. It's a good idea to duplicate these files onto a blank data disk so you have a backup copy of each file. Use the SINGLE 1541/1571 program on side 1 of your program disk to copy these files.

To load this program, turn on your computer, and then turn on your disk drive. Place the program disk in the disk drive, type DLOAD“SINGLE 1541/1571” and press **RETURN**. When the word READY appears on your screen, type RUN and press **RETURN**. Then follow the program and disk placement prompts on your screen to copy your dictionary files to a new data disk. This copy program will erase everything on your data disk, so use a blank disk or one you no longer need.

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NOTE: You can also use this backup program to copy your WORD WRITER data disks.

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## **Default Printer Codes and Options** (Page 49)

To set WORD WRITER 128's print options and printer codes to work with a Commodore printer, load the COMMODORE file into the computer from the program disk. If you are using an Epson type printer, load the file called EPSON. For other printers, load the document shown in the table below:

<u>Printer</u>	<u>File</u>
Okidata 92/93/94	OkI
Okimate 10	Okm
Star SG/SD/SR Series	Star
Panasonic	Pan
Brother HR Series	Bro
Dynax	Dynax
Prowriter	Pro
C.Itoh	Cit
NEC 8023	NEC
DPS 1101	DPS

If your printer is not listed here, enter your own codes following the procedure in your user's manual. You can save these codes on your disk and load them into the computer each time you use the program. To save your printer code file, press **Esc** to exit the printer code window. Then type in some text in the WORD WRITER display, such as "This is my printer code file". (WORD WRITER cannot save your codes without some accompanying text.) Use the "Save" option to store this file on your disk (you might want to name the file after your printer). Load this file each time you use the program, and your printer codes will appear in the printer code window. (This file will also contain your settings from the Print window.)

## **Increased Page Numbering Capacity** (Page 50)

You can now use up to 9,999 page numbers for each document.

## **Entries for the Printer Code Window**

(Page 57)

In order to use on-screen highlighting, you must enter certain codes on certain lines of the printer code window. The codes must appear in the window before the printer can produce a highlighted document. The computer will reference specific lines for specific codes. Listed below are the type faces used for on-screen highlighting and the lines where their codes must appear in the printer code window:

Line 1: Underlining

Line 2: Bold

Line 3: Italics

Line 4: Subscript

Line 5: Superscript

Lines 6 through 10: Open

See your printer manual for the corresponding codes for these typefaces. SEE ALSO the section in this supplement called “Default Printer Codes and Options”, which will tell you about files on your disk that may contain the codes you need to use.

## Entering Multiple Printer Codes (Page 57)

Now you can use multiple printer codes on the same line of text. For example, you can underline and double strike on the same line. Move the cursor to a line just above where the special printing is to occur. Press **F8** to enter a check mark. Enter a C followed by the numbers from WORD WRITER's printer code window that correspond to the codes you want to use. Separate each code with commas. Then use the **F2** key to enter the block characters in your text where you want to apply the printer codes. Each pair of block characters corresponds to a code in your check mark statement.

For example, let's say you entered the codes:

✓C8,1

The printer would then use code 8 to **double strike** and code 1 to underline text in the line you indicate with block characters. You can use up to 10 codes on one line.

## **Saving Files as Standard ASCII Characters** (Page 65)

WORD WRITER 128 files may contain some non-standard ASCII characters, especially if you use check marks, block characters, or on-screen highlighting in your documents. Normally, this will not affect your use of the program. However, if you plan to use WORD WRITER files in a telecommunications program, you must save your files as standard ASCII characters. When you use the “Save File” option and you enter a file name, type the characters A/ before the file name. For example, you might enter

A/letter

as your file name. Your file will be saved in standard ASCII characters on your disk. To load this ASCII file back into WORD WRITER, enter the file name without the “A/” when you use the “Load File” option.

## **DOS Commands**

Use the “DOS Commands” menu option on the DISK COMMANDS menu to access the commands used by your computer’s disk operating system. See your disk drive manual for information on these commands. When you select this option, you will be asked to enter the name of the format you want to use. Do so, and follow the prompts to execute this command.

## **The Quick Commands**

You can access several menu items without using the pull-down menus. Just press two keys for each item:



- C** **F** Format Text
- C** **M** Move Text
- C** **C** Copy Text
- C** **D** Delete a Block of Text
- C** **P** Print Text
- C** **S** Save File
- C** **L** Load File
- C** **V** View Directory
- C** **Q** Return to System
- C** **T** Save a Temporary File

This “Temporary File” quick command allows you to save the text in your computer temporarily if you have to leave the computer for a period of time. Just press **C** **T**. Your document will be saved on your disk under the name “Temp”. Each time you press these keys, the “Temp” file will be overwritten with the text that is currently in the computer.

## **Returning to the System** (Page 70)

To return to your computer’s operating system, select “Return to System” on the QUIT pull-down menu. Then select one of the following ways to return to the system:

- Replace the program disk in your disk drive with a data disk or a program disk that is not self-booting. If the computer doesn’t find a self-booting program on a disk in the drive, it returns you to the operating system.

OR

- Turn off your disk drive after selecting “Return to System”. If the disk drive is not present, the computer will return to the operating system.

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NOTE: DO NOT leave your disk drive empty after selecting "Return to System". If your disk drive is on but you have not placed a disk inside, the drive will grind as the computer looks for a disk there. This may eventually harm your drive.

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To load another program after you have finished using WORD WRITER, place a self-booting program disk, such as Timeworks' SWIFTCALC 128 or DATA MANAGER 128, in your disk drive. The program will load into the computer.

## **Converting ASCII Characters**

Use the CONVERT program on your program disk to convert PetASCII files to normal ASCII, ASCII files to PetASCII, ASCII to WORD WRITER 64 or WORD WRITER 64 to ASCII. You will need to use this program if you want to use your WORD WRITER 64 files with WORD WRITER 128 or if you want to use your word processed documents with a communications program.

To load CONVERT, turn on the computer. Then turn on your disk drive. Type LOAD"CONVERT",8 and press **RETURN**. When the word READY appears on your screen, type RUN. The program will load into the computer. Next follow the prompts to tell the computer which conversion you want to make. Enter the name of the file you want to convert, and then enter the new name for the converted file. Follow the disk placement prompts on your screen to complete the conversion process.

## Chapter 10

### How to Store Addresses and Do Form Letter Printouts

Replace this section in Chapter 10 of your manual with the following material:

When entering your address list, you can now enter a person's name, address, and salutation and any other pertinent information that you wish to insert into your form letter. Then, as you type your letter, you can insert individualized information from your address list directly into each letter.

For example, let's say you want to send the same letter to 5 business associates, but you would like to address each person by his or her first name in the body of the letter. When entering your address list, you would enter each person's name, address, salutation, and first name on separate lines of your list:

John Doe  
1234 Maple St.  
Ocean City, NJ 72345

Dear John:

John

✓

Bob Johnson  
34567 State Dr.  
Williamsburg, PA 87654

Dear Bob:

Bob

✓

Sandy Thompson  
2345 W. Ontario  
Chicago, IL 60012

Dear Sandy:

Sandy

✓

Jack Brownstone  
5757 W. Fifth Avenue  
New York, NY 11109

Dear Jack:

Jack

✓

Richard Terwilliger  
13 Lake Street  
Muskegon, MI 44223

Dear Rick:

Rick

✓

Save this list on your disk using the “Save File” option. Then type your letter (keep the length at 4 pages or less). When you reach a spot where you want to insert information from the address list, type in the line number where the information appears in your list. You must use a special format when entering the line number. For example, to insert a person’s name and address into the letter, you would type

[#1#] (the addressee’s name)

[#2#] (street address)

[#3#] (city, state, and zip)

When the printer prints your letter, it will ask you for the name of your address list file. After it loads this file, it will insert the material from your address list that you have indicated by the line numbers you entered. The following letter demonstrates this process:

Robert L. Jacobs  
Timeworks Inc.  
444 Lake Cook Road  
Deerfield, IL 60015

[ #1# ] ←

[ #2# ] ←

[ #3# ] ←

[ #4# ] ←

Thank you, [ #5# ], for your recent letter regarding our new software for the Commodore 128. WORD WRITER 128, SWIFTCALC 128, and DATA MANAGER 128 have all been well received, and we are looking forward to publishing more software for this exciting new machine.

If you need any more information about our 128 programs, [ #5# ], feel free to contact me.

Sincerely,

Robert L. Jacobs  
Director Customer Support

(Be sure to type hard returns after the address list line numbers, or the computer might format these numbers all on one line.) When this letter is printed out, the first line of each address in your list, which contains the addressee's name, will be inserted everywhere that you have typed [#1#]; line 2 of each address will appear wherever you typed [#2#], and so on. Whenever the computer sees [#5#], it will insert the person's first name, which you have entered in line 5 of each address in your list. Note that you do not have to make room for the inserted material in your letter – WORD WRITER takes care of that for you.

You can also create form letters that require different inserts throughout. For example, an insurance company might write the following letter to send to prospective policyholders:

Cosmopolitan Insurance  
2727 High Risk Road  
Deerfield, IL 60015

[#1#] ←

[#2#] ←

[#3#] ←

[#4#] ←

Thank you for your recent inquiry about our Gold Policyholder Auto Insurance policy. You will be happy to know that the premium for your [#5#] will be [#6#] every six months. We think that you will find our rates to be much lower than that of our competitors, and our service is first rate.

To initiate your policy, just call [#7#] in our [#8#] office. The phone number there is [#9#].

Thank you again for contacting Cosmopolitan.

Sincerely,

Each entry in the insurance company's address list would be broken down like this:

Lines 1 through 3: Addressee's name and address

Line 4: Salutation

Line 5: Year and make of car

Line 6: Premium amount

Line 7: Representative's name

Line 8: Sales office location

Line 9: Phone number

Experiment with entering address lists. You will find sample letters and address lists on your program disk under the names ADR1, ADR2, LETTER1, and LETTER2. See "Printing Out Your Form Letters" in your user's manual for more information on form letter printout.

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NOTE: If you create your address list using the “Disk Labels” option in DATA MANAGER 128, you must observe a few special rules for form letter printout. First, enter only one field of your data base information on each label line. A typical label might look like this:

Line 1: James  
Line 2: Jones  
Line 3: 123 Main Street  
Line 4: Chicago  
Line 5: Illinois  
Line 6: 60014

When you enter your form letter in WORD WRITER 128, you may want to type more than one label line number on a line of your letter. For instance, you don’t want James Jones’s first and last names to appear on separate lines in your form letter. You would then enter the following numbers in your form letter:

[#1#] [#2#]  
[#3#]  
[#4#], [#5#] [#6#]

When your letter prints out, the name and address will appear like this:

James Jones  
123 Main Street  
Chicago, Illinois 60014

You may enter as many fields in your disk labels as there are lines available. For example, if there are 19 lines on a single label, you may enter 19 fields on that label.

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Remember to keep each letter to 4 pages or less. To check the length of your letter, select the “Memory Remaining” option on the FUNCTIONS menu while your letter is in the computer. If the message tells you that you have used 40% of the memory or less, the computer should have no problem with the length of your letter.

## **Printing Labels**

To print your WORD WRITER address list on labels, adjust your line length to 35 characters and your page length to 4 lines (using options on the PRINT pull-down menu). Also, you will need to modify your top and bottom margins (in the Print window) to 1 line each. (Page length + top margin + bottom margin should equal label height.)





