

# WordPro 4 Plus™

Word Processing for your Commodore Computer

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PROFESSIONAL SOFTWARE INC.

WordPro 4 Plus™

User's Guide

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A Product of

PRO-MICRO SOFTWARE LTD.

by Steve Punter

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and

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## SECTION 1

### INTRODUCTION

Thank you for purchasing a WordPro 4 Plus word processing software package marketed by Professional Software Inc. We would like to welcome you to the world of electronic word processing.

WordPro 4 Plus is a versatile and easy to use word processor that will allow you to type, print, and revise documents with minimal effort. WordPro 4 Plus' easy to learn commands will enable you to eliminate tedious and repetitious typing and editing tasks. With just a few steps you can insert and delete text, rearrange text within a document, move text from one document to another, and store text for later revision and/or printing. With WordPro 4 Plus, updating a letter or document is fast and simple. You will never need to manually retype entire letters or documents again.

#### CAPABILITIES OF WordPro 4 Plus

The many capabilities of WordPro 4 Plus enable this word processor to save you time and effort in many applications. A few of its more powerful and often used capabilities are:

- .Form Letters with Variable Data Merging
- .Global Search and Replace
- .Decimal Tabulation for Financial Documents
- .Review Documents On The Screen  
Before Final Printing Of Document

#### Form Letters

With WordPro 4 Plus, you can produce large amounts of personalized form letters with very little effort. You simply type in the text of the letter once and type the list of names and addresses (or recall previously stored names) to receive the letter and WordPro 4 Plus automatically merges the different names into the body of the text and prints the "individualized" letters for you.

#### Global Search and Replace

With the global search and replace function you can type a single command to change an error or name repeated many times throughout a document. For example, if a delivery date is changed, you can change every occurrence of "March" in a proposal to "May" with one easy command. Changing "Mr. Smith" to "Mr. Jones" allows you to create personalized letters with simple commands. WordPro 4 Plus automatically makes these changes throughout the entire document.

### Decimal Tabulation

Complicated financial typing takes little time with the tabulation feature of WordPro 4 Plus. By simply setting numeric tab stops and tabbing to them, you can type in numbers with equal decimal places and/or dollar amounts and WordPro 4 Plus will line up the columns. Clean, tabulated columns of figures appear on the display screen.

### OVERVIEW OF THE EQUIPMENT

Fewer pieces of equipment mean fewer problems. Therefore, a typical computer system using WordPro 4 Plus usually consists of only four major components:

- .WordPro 4 Plus System Diskette
- .CBM 8032 or CBM 9000 Computer
- .CBM Dual Floppy Disk Drive
- .CBM Dot Matrix Printer or a suitably interfaced ASCII Printer such as the letter quality NEC Spinwriter, Diablo 630, or Qume Sprint 5

### CBM 8032/9000 Computer

The CBM 8032/9000 Computer is the "brain" of the entire system. It contains sophisticated electronic computer circuitry that understands and follows the instructions that WordPro 4 Plus (and you) give it.

The other parts of the CBM 8032/9000 computer are a typewriter-like keyboard and a television-like display screen. The keyboard looks like a standard typewriter with eight extra keys. As on a normal typewriter keyboard, this keyboard has shifted and unshifted characters. On the right side of the keyboard is a small set of number keys, resembling the keypad of an adding machine.

The display screen looks like a television screen. When you type on the keyboard, the characters appear in green against a dark background on the computer screen. The computer screen can display up to 80 characters horizontally and 25 lines vertically.

### CBM Dual Drive Floppy Disk

The CBM 4040/8050 Dual Drive Floppy Disk holds two 5-1/4 inch floppy diskettes for storing text and programs. Diskettes are flat, round, flexible "plates" with a magnetic surface similar to the surface of an audio tape. This magnetic surface stores data in a fashion similar to audio tape recording. You can store information (letters and documents) on, or recall information from, diskettes by inputting commands from the keyboard. A single diskette used with a CBM 4040 can store approximately 170,000 characters or about 85 single-spaced pages of text. By putting a diskette in each disk drive, you can work with as many as 170 pages of text at a time. As diskettes are easily inserted or removed, you can have virtually unlimited storage on archival diskettes. If you have been equipped with a CBM 8050 Dual Drive Floppy Disk, you will have approximately three times the document storage capabilities of a 4040 Dual Drive Floppy Disk.

### The Printer

The CBM 8032/9000 computer can use any Commodore Printer or other high-quality, suitably interfaced ASCII printer such as the letter-quality NEC Spinwriter, Diablo 630, Qume Sprint 5, CBM 8027, or TEC 1500. Refer to your specific printer manual for information on the printer. As some printers must be slightly modified to work with WordPro 4 Plus, your PROFESSIONAL SOFTWARE INC. dealer will assist you in selecting the printer best suited to your needs.

### WordPro 4 Plus System Diskette

The WordPro 4 Plus System Diskette contains the WordPro 4 Plus system program. The system program enables the CBM 8032/9000 computer to understand and execute your commands. Details on when and how to insert and use the System Diskette appear later in the section, "Getting Started".

### COPYRIGHT NOTICE

The computer programs supplied on the magnetic diskette, IC ROM device, and User's Guide, are covered by international copyrights. Reproduction by any method whatsoever of these original copyrighted programs, IC ROM devices, and/or instructions, is expressly prohibited without the express written permission of Professional Software Inc., with the exception of two copies of the diskette duplicated by the end user/purchaser for internal backup uses.

\* \* \* \* \*

USING THE WordPro 4 Plus USER'S GUIDE

This User's Guide introduces you to the WordPro 4 Plus system and explains WordPro 4 Plus operating procedures. You do not need word processing experience or computer knowledge to understand and use WordPro 4 Plus. Step-by-step lessons are provided for the use of various WordPro 4 Plus functions. Exercises and a sample document (stored on your WordPro 4 Plus Systems diskette under the filename "example letter") are provided to help you quickly understand and learn WordPro 4 Plus. The "example letter" may be RECALLED, reviewed in Edit Mode, compared with the printed copy in the back of this User's Guide, printed out at your leisure, and examined in detail in order to better understand WordPro 4 Plus.

After reading this Section, it is a good idea to review the Glossary provided. A quick review of the Glossary will assist you with word processing terms that might be unfamiliar to you. After reviewing the Glossary section, as you proceed with this User's Guide, it is recommended that you read a Lesson, then do the exercise for that Lesson. Later when you are comfortable with WordPro 4 Plus operations, you can use the lessons for reference. If some terminology still seems unfamiliar, reference the term again in our Glossary. If you are not being trained in the uses of WordPro 4 Plus by your PROFESSIONAL SOFTWARE INC. dealer, it is a good idea to set aside a minimum of four hours to work with this User's Guide.

Section 2 explains the equipment in more detail, tells how to start up WordPro 4 Plus, and helps you to become familiar with the equipment. Section 3 shows how to type, print and save documents. Editing of documents is demonstrated in Section 4. Section 5 tells of the advanced functions of WordPro 4 Plus, while Section 6 discusses file handling capabilities. Section 7 covers special Disk Commands and Section 8 contains Summaries of Control Functions, Formatting Commands, Special Characters and Error Messages. Of special interest to programmers is the technical detail provided in Section 9. A Glossary of word processing terminology is included in Section 12. Section 13 will explain how to install the WordPro 4 Plus Program ROM Chip. Section 17 contains a functional index in order to assist you to find specific functions or explanations quickly.

In lieu of formal WordPro training from your dealer, it is a good idea to re-review this User's Guide. After you are fairly familiar with WordPro 4 Plus functions, you should re-do most of the exercises in this User's Guide. This "secondary training" will undoubtedly remind you of some functions that you overlooked in your first WordPro 4 Plus self-training session.

WordPro 4 Plus will save you hours of repetitive typing time. Approach this User Manual and the operation of your system with positive enthusiasm. The time you spend learning WordPro 4 Plus will be well invested. If this is your first time using a "computer system", do not be concerned. Using a word processing system today is really no more complex than the introduction and use of electric typewriters in the 1960's.

USER CONVENTIONS

Stated very simply, a "naming convention" is an agreed upon method of explaining procedures so that these procedures can be easily explained and readily understood. Our conventions relate to the way in which certain keys, and keystroke sequences, are listed in this User's Guide.

These conventions must be explained and understood in order for you to easily use this User's Guide. In many areas the manual will ask you to type in text or information. When you see the word <TYPE> and then an underlined Word, Letter or Command, you should type in the characters that are underlined. An example looks like this:

<TYPE> Hello

In this example you would type in the word "Hello" with a capital "H". In many cases you will have to press the <RETURN> key after certain commands. This will be indicated throughout this User's Guide as follows:

<TYPE> command <RETURN>

This example asks you to <TYPE> the word "command" then press the <RETURN> key.

Another convention we will use is the naming of the <CONTROL> key. The <CONTROL> key is located in the lower, left-hand corner and is represented by the OFF/RVS key. As this is probably the single most important key in WordPro 4 Plus, please take a moment to familiarize yourself with its location. Whenever you see <CONTROL> in this User's Guide you should **press and then release this key.**

<PRESS> is another convention. <PRESS> is used when we wish you to PRESS a key that will not show on the screen, i.e., a function key. When <TYPE> is used, the resulting keystrokes do appear somewhere on the screen. When we wish you to PRESS certain keys we will indicate it as follows:

<CONTROL> then <PRESS> e then a

This keystroke sequence asks you to press (then release) the <CONTROL> key then <PRESS> the letter e then a. <CONTROL> usually implies that you must <PRESS> another key, so the above example could appear as:

<CONTROL> e then a

In this example, the "e" and "a" would not appear on the screen; instead they would perform a function, (in this case, ERASING).

<SHIFT> is another convention. When you see the <SHIFT> convention you should press and hold the shift key while you proceed with the next convention in line (and only the next). Here is an example:

<SHIFT> CLR/HOME

This example asks you to press and hold down the SHIFT key while pressing the CLR/HOME key. A longer example could be:

<CONTROL> a then a <SHIFT> CLR/HOME <PRESS> r  
<TYPE> sample 1 <RETURN>

In this example you would PRESS the <CONTROL> key, release it, then PRESS the letter "a" key then the "a" key, then PRESS the SHIFT key (and hold it down) while you PRESS the CLR/HOME key. Then you would PRESS the letter "r", and <TYPE> in "sample 1" and PRESS the RETURN key.

This is an extreme example of the conventions, but as you can see, these conventions will allow us to explain certain keystroke sequences in a definitive way. The example above would: 1) clear/erase all text, 2) enter the FILE Mode, 3) select "r" for RECALL and 4) load the file named "sample 1" from the disk.

Throughout this User's Guide we will use an "@" (at-sign) to symbolize a Format Checkmark (Format Checkmarks will be explained later in detail in this User's Guide). Also, please note that the checkmark symbol is known as a "tick" in Europe.

#### Summary of Conventions

- <RETURN> - Press the <RETURN> key wherever you see this convention.
- <TYPE> - Type all underlined characters (including underlined spaces) after this convention. Again, only type the underlined characters. These characters will appear on the screen as they are typed.
- <PRESS> - This convention is very similar to <TYPE> except that the characters that are pressed will not show up on the screen.
- <SHIFT> - Used with a two-key sequence. When you see the <SHIFT> convention, you should press and hold the SHIFT key, then press the second key, and then release both keys.
- [] - This represents the small white square referred to as the cursor.
- @ - This represents a Format Checkmark and is produced by pressing <CONTROL> then the question mark/slash key. Throughout this User's Guide we will use an "@" to represent a Format Checkmark.

SECTION 2

GETTING STARTED

This section explains the basic operations of the equipment and the starting-up (loading) of WordPro 4 Plus. It will also help you to become familiar with the keyboard and screen display features so that you can efficiently type and edit text.

There are three exercises in this section to take you step-by-step through turning on the equipment, loading WordPro 4 Plus and screen editing features.

Section 2 contains:

- .Turning on the Equipment
- .Turning off the Equipment
- .Inserting the System Diskette  
and loading WordPro 4 Plus
- .The Status Line
- .Exploring the Keyboard
- .Screen Editing Features

\* \* \* \* \*

## LESSON 1

### TURNING ON THE EQUIPMENT

#### Turning On The Equipment

There are three pieces of equipment to turn on in a standard WordPro 4 Plus system: the CBM 8032/9000 Computer, the printer, and the CBM Dual Drive Floppy Disk. Read the following information and then turn the equipment on as instructed in Exercise 1.

The power switch on the CBM 8032/9000 is on the back, in the lower left-hand rear corner when viewed from the keyboard. Turn the switch to the ON position.

After a few seconds patterns of letters and symbols may or may not appear on the screen for a few seconds. Either way is normal. Within a few seconds the screen should clear and display the following message:

```
*** commodore basic 4.0 ***
```

```
31743 bytes free
```

```
ready.
```

```
[]
```

If the screen does not clear, or if any other message appears, turn the power OFF, wait for 5 seconds, then turn the power ON again. If the message above still does not appear, ask your dealer for assistance.

The message that appears when the power is first turned ON is very simple. Here is what it means:

\*\*\* commodore basic 4.0 \*\*\* -- the CBM 8032/9000 will respond to BASIC (computer language) commands. BASIC is the most prevalent of all microcomputer "languages" and allows you to "talk" to the computer. You will use a few simple BASIC commands to load the WordPro 4 Plus program into the CBM 8032/9000's memory. Once loaded, WordPro 4 Plus eliminates the need to know a computer language and substitutes simple, easy to learn commands to operate the computer as a sophisticated word processing system.

31743 bytes free -- the CBM 8032/9000 can remember up to 31,743 characters in its memory. One character can be thought of as approximately one letter, number or space.

ready. -- the CBM 8032/9000 is ready to accept your commands.

[] -- the blinking square on the last line is the "cursor". The cursor is in the position where the next character you type on the keyboard will appear.

To turn the power on in the printer, refer to your printer manual.

Before you turn on the power to the Dual Drive Floppy Disk, make sure that there are no diskettes in either of the drives. Lift open the small doors on the front of the drives to check. If a diskette was inadvertently left in the machine, make sure that you remove it before applying power to the unit. Applying power to the disk drive while a diskette is still in the drive can lead to loss of data from that diskette. As this is very important, we will repeat it. Before applying power to the Dual Drive Floppy Disk always check to see if there are any diskettes in the drive units. Never turn your system on or off with diskettes in the drives.

The power switch on the Dual Drive Floppy Disk is on the back panel in the lower left-hand corner. To turn the power on, press the switch to the ON position.

All three indicator lights on the front of the drive will light up for a second or two and then go out. Certain CBM Dual Disk Drives will display a green indicator light when power is on. If any red indicator lights remain on after the power on procedure, turn the unit off and power on the unit again. If any red indicator lights remain on after the second try, contact your dealer.

The CBM 8050 Dual Drive Floppy Disk has a dual purpose indicator light. This indicator light is located between the upper portion of the individual drives. If the middle indicator light turns red and stays on for more than a few seconds, then a disk error has occurred. The normal "power on" color for the light is green.

\* \* \* \* \*

LESSON 2

TURNING OFF THE EQUIPMENT

Turning Off The Equipment

Before you turn the power off on any of the WordPro 4 Plus equipment, remove any diskettes in the CBM Dual Drive Floppy Disk. Open the disk drive door(s) and remove any diskettes by pulling them out towards you.

Always store diskettes in an envelope in an upright position in a diskette notebook or case.

Turn the power switches to the OFF position on the printer, CBM Dual Drive Floppy Disk, and the CBM 8032/9000.

\* \* \* \* \*

EXERCISE 1:

TURNING ON THE POWER

Step 1: Turn the power switch in the back lower left-hand corner of the CBM 8032/9000 to the ON position.

After a few seconds the screen displays:

\*\*\* commodore basic 4.0 \*\*\*

31743 bytes free

ready.

[ ]

Step 2: Lift open the doors on the CBM 4040 Dual Drive Floppy Disk and check that there are no diskettes in the unit. Remove any diskettes if found.

Step 2a: If you have been supplied with a CBM 8050 Dual Disk Drive, the doors in the front of the drive unit are slightly different. Diskette insertion and removal procedures for the CBM 8050 are explained on the next page. Remove any diskettes, if necessary.

Step 3: Turn the power switch in the back lower left-hand corner of the Dual Drive Floppy Disk to the ON position.

Step 4: Turn the printer power switch on. Refer to your dealer or to the printer manual for specific power-on procedures.

Your entire system should now be powered on and activated.

\* \* \* \* \*

Before you can load WordPro 4 Plus in the next section, the WordPro 4 Plus Program ROM must be installed in the computer. If this device has not been installed by your dealer, please reference the Installation of WordPro Program ROM in Section 13, Page 13-1.

\* \* \* \* \*

LESSON 3

INSERTING THE SYSTEM DISKETTE  
AND LOADING WordPro 4 Plus

Once the equipment is powered on, you must insert the WordPro 4 Plus System Diskette into the CBM Dual Disk Drive and start up (load) the WordPro 4 Plus program. When the program is loaded into the computers' memory and then executed, WordPro 4 Plus will ask you questions about your equipment.

Your WordPro 4 Plus Systems Diskette has been recorded on both sides. One side has been recorded in 2040/4040 format. That is to say that the WordPro 4 Plus program on this side may be loaded via a CBM 2031 (Single Disk Drive), CBM 2040, 3040 (220 Volt), or 4040 Disk Drive. The other side of the diskette has WordPro 4 Plus recorded on it in 8050 format. This dual recording scheme allows WordPro 4 Plus to be loaded on any CBM disk drive. Check the front label of your disk drive to identify your model number. Very shortly we will ask you to produce a BACKUP copy of your System Diskette.

Inserting the System Diskette

The System Diskette must be inserted into Drive #0. Drive #0 is the drive on the right-hand side of the Disk Drive unit.

Model CBM 2031/2040/3040 or CBM 4040

Open (lift) the door on Drive #0 (the right hand drive). Insert the System Diskette with the label FACING UP and the notched edges toward the rear of the unit. Close the disk drive door by "jiggling" the door downward slowly and carefully.

Model CBM 8050

The CBM 8050 Dual Disk Drive has a slightly different diskette insertion procedure. Insert the System Diskette with the label FACING DOWN and the notched edges toward the rear of the unit. Once the diskette has been inserted, press the "spring loaded door" firmly down. The door will stay down and firmly seat the diskette. (Refer to your CBM Disk manual if you encounter diskette insertion difficulties.)

**NOTE:** To remove the diskette from a CBM 8050, press the "spring loaded door" down again and it will release the diskette. Push the door vertically upwards and the diskette will partially eject out of the unit. The diskette may now be directly removed.

### Loading WordPro 4 Plus

To load WordPro 4 Plus, type the following BASIC command on the keyboard:

<TYPE> load"\*.8 <RETURN>

If the message ?syntax error appears you have not typed in load"\*.8 correctly and must re-enter the command. This command tells the computer to do the following:

load"\*.8 -- Initialize (prepare) the diskette for use and load (or transfer) the first program on the diskette (WordPro 4 Plus) into the memory of the computer. The memory is an area of the computer that remembers whatever information or instructions you may place there until the machine is turned off, or until you instruct it to erase that information. Loading WordPro 4 Plus will take approximately five seconds.

. -- this is just a separator in the command, like a comma in a sentence.

8 -- identifies the device number of the disk drive. The device number in a command tells the CBM 8032/9000 where to find the program that you have requested. The factory assigned device number of all Commodore Disk Drives is eight.

The CBM 8032/9000 flashes each of the following messages on the screen as it follows your command:

```
searching for *  
loading  
ready.  
[]
```

If the "ready" message does not appear on the screen after six or seven seconds, <PRESS> RUN/STOP and then remove the System Diskette from the Disk Drive. Ensure that the circular hole in the center of the diskette is centered within its protective jacket. Re-insert the System Diskette into the right hand drive and close the Disk Drive door very slowly by "jiggling" the door closed. This slow "jiggling" will allow the diskette to seat itself properly. Reference Section 11 for additional information on the Care of Diskettes. Return to the beginning of this Section and re-load the System Diskette. If, after repeated attempts, you are unable to load the System Diskette, refer to Section 16 for Warranty Information.

### Running WordPro 4 Plus

The "ready" message and the cursor waiting at the beginning of the next line indicate that the WordPro 4 Plus program is loaded into the computer. To run the program:

<TYPE> run <RETURN>

The "run" command tells the CBM 8032/9000 that you want to begin working with WordPro 4 Plus.

If the WordPro 4 Plus Program ROM has not been installed, the message, "Word Processor ROM not in place" will be displayed or your system will RESET itself and the flashing cursor will reappear. Installation of this Program ROM is explained in Section 13. If this message appears with the Program ROM installed, remove the Program ROM and inspect it for bent or broken pins before re-inserting it.

A new display appears on the screen, showing the following:

```
*** Word Processor Four Plus ***
A Product of Professional Software Inc.
    by Steve Punter
```

```
What Kind Of Printer:
Spinwriter, Diablo, Qume, Tec, 8027, or Other?
```

Once a printer has been selected (by pressing the appropriate letter), additional information is then displayed as shown below:

```
Lines Available: 165
How many for main text? []
(Min=87, Max=142)
```

Here is what the lines above mean:

\*\*\* Word Processor Four Plus \*\*\* -- WordPro 4 Plus is ready to accept your particular system configuration information. Note the half cursor after the questions, "How many for main text?". This is the Input Cursor. WordPro 4 Plus is asking you questions about the text and equipment you are about to use. As you answer each question, the next question appears on the screen.

Spinwriter, Diablo, Qume, TEC, 8027, or Other? -- Many manufacturer's printers use slightly different "protocols"; WordPro 4 Plus directly supports the printers listed above (as well as some other printer types). Pressing the appropriate letter instructs WordPro 4 Plus to use "special" printer commands for the indicated printer type.

Lines Available: 165 -- There is enough room in the memory to hold 165 lines of text at one time. (If this number is slightly different in your system, do not be concerned.)

How many for main text? []  
(Min=87, Max=142) -- There are two separate areas for holding text in the memory, Main Text and Extra Text. The Main Text area holds the text which you type while in the

Edit Mode. Edit Mode is used for creating, correcting, and displaying text. The Extra Text area holds text you type while in Extra Text Mode. This area of memory is like a scratch pad. You can enter text in this mode to use with special WordPro 4 Plus functions such as storing names and addresses for form letters, and displaying Disk Directories. The Extra Text Mode is discussed in more detail later in this User's Guide.

WordPro 4 Plus sets a minimum of 87 and a maximum of 142 lines for Main Text. The lines of Main Text you do not use are automatically allocated for Extra Text. Note that the Extra Text area cannot be greater than Main Text, and will have at least 23 lines, room for one screen-full of information. For our purposes, we will allocate the maximum number of lines to Main Text. Unless you are going to perform special operations/functions, you should enter the maximum lines available. This would be accomplished by typing in 142 and pressing <RETURN> as shown below:

<TYPE> 142 <RETURN>

### Setting The Parameters of WordPro 4 Plus

Before you can begin to enter text, WordPro 4 Plus asks you three more questions about the equipment. As you answer each question, the next one appears. Here is what the questions mean:

Printer Device # ? -- Each piece of equipment connected to the CBM 8032/9000 has a device number. Unless the number was changed when your equipment was installed, the printer device number is 4. All you need to do is press the <RETURN> key and WordPro 4 Plus automatically enters a 4, the default number. If you have a printer device number other than 4, enter the number then press <RETURN>.

Printer Type: CBM, 8023, ASCII, or XXXXXXXX? -- The third printer type (here shown as XXXXXXXX) will depend on the printer type previously chosen. Pressing the <RETURN> key will automatically default to the printer type selected previously (and displayed on your screen). If you previously selected Other as the printer type then you now have the option to choose either CBM, 8023, ASCII, or Spinwriter mode. If you are using a suitably interfaced ASCII type of printer, <TYPE> a. If you are using a CBM Matrix Printer, (including the CBM 8023 in Dot Matrix Mode) <TYPE> g. However, to use the CBM 8023 printer in "pseudo letter quality mode", the printer MUST BE RESET by turning it off (if it is not already) and then turning it back on. Then you would <TYPE> a to select the CBM 8023 in "pseudo letter quality mode". If you are using a Spinwriter <TYPE> a.

Disk Drive Device # 2 -- The factory assigned device number of Commodore Disk Drives is 8. Simply press the <RETURN> key, and WordPro 4 Plus enters an 8, the default value.

WordPro has been designed so that the user can attach two Disk Drives to the CBM computer (e.g., a Hard Disk and 8050 backup or a 4040 and an 8050 combination). The Device Number for the Secondary Disk Drive is assigned to be one greater than the Disk Drive Device # of the Primary Disk Drive. WordPro 4 Plus will respond to this "secondary" Disk Drive when you specify Drive Numbers 2 and 3 (which correspond to Drives 0 and 1 of the Secondary Drive).

SPECIAL NOTE: If you are planning to use a second Disk Drive unit, the Drive to be the Secondary Disk Drive MUST be "pre-set" to Device# 9. This must be performed by an authorized Professional Software/Commodore Dealer.

### Preparing for Exercise 2

To review and to prepare for Exercise 2, remove the System Diskette and turn off all of the equipment. Wait 5 seconds then turn all of the equipment back on.

NOTE 1: Once WordPro 4 Plus has been loaded and run, the System Diskette may be removed to allow the insertion of a "Document Diskette". If the System Diskette is removed, you will have room for two Document Diskettes instead of one.

NOTE 2: If you have been supplied with a CBM 2031, 4040, or 8050 Disk Drive you may use a "Fast Load" method when you reach Step 3 in the next Exercise. Once your System Diskette has been properly inserted into the disk drive, instead of typing 'load \*\*',8' and then 'run' you can simply press <SHIFT> RUN/STOP. (Press the SHIFT key, hold it down, then press the RUN/STOP key, then release both keys). This "Fast Load" procedure will load and run the WordPro 4 Plus program for you. If you have difficulties, use the normal loading procedure.

\* \* \* \* \*



Note: If you are using a NEC Spinwriter printer you may take advantage of automatic default values. When the Printer Kind question is first displayed (step a) you can just press <CONTROL>. This will automatically default to Spinwriter mode, maximum lines available (142), as well as the default values for Printer Device # and Disk Drive Device. With just one keystroke, WordPro 4 Plus will be ready to accept text.

Once you have selected another type of printer (besides Spinwriter) in Step a, you may take advantage of remaining default values (automatic number of lines available 142, Printer Device #, and Disk Drive Device) by pressing <CONTROL>.

\* \* \* \* \*

LESSON 4THE STATUS LINE

WordPro Four Plus \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= 1 L= 1

[ ]

WordPro 4 Plus's Status Line indicates which "mode" you are operating in as well as other important information (cursor and tab positions). Please remember that the Status Line will show 80 characters across on your screen while in this User's Guide we can only show about 60 or so characters. The Status Line shows the following information:

WordPro Four Plus -- This indicates that no commands have been issued yet. Whenever commands are issued, an explanatory "conversation line" is displayed in this area.

:X:I:S:C:N: -- This part of the Status Line displays the "operating mode" status. Each letter represents a WordPro 4 Plus mode of operation. When you are using a particular mode of operation, the corresponding letter "lights up". The background between the colons becomes lighter and the letter becomes darker to indicate the function is ON. As an example, press the bottom left-hand corner key (<CONTROL>) and watch the :C: portion of the Status Line. Notice how it "lights up". You are now in Control Mode. Now press the <CONTROL> key again to exit the Control Mode. These Status Line indicators represent the following modes:

<u>Letter</u>	<u>Description</u>
<u>:X:</u>	Extra Text Mode -- enables you to enter text into the Extra Text memory for special functions and/or the displaying of diskette directories.
<u>:I:</u>	Insert Mode -- enables you to insert words, lines, and paragraphs into the middle of existing text.
<u>:S:</u>	Shift Lock Mode -- functions like the All Caps key on a typewriter, so that you are typing ALL CAPITALS. Characters and numbers on the top row of number keys remain in lower case unless SHIFTED. This function is activated/de-activated by <b>pressing the backslash key</b> .

:C: Control Mode -- activated by pressing the OFF/RVS key on the keyboard (located in the lower left-hand corner of the keyboard). This key is referred to as the <CONTROL> key throughout this User's Guide. When this mode is ON, most of the letters on the keyboard have a special non-printing function. Exit the control mode by pressing the <CONTROL> key again. As this mode is the most frequently used, familiarize yourself with the location of the <CONTROL> key. Watch the :C: on the Status Line "blink" on and off as you repeatedly press the <CONTROL> Key.

:N: Numeric Mode -- enables you to have WordPro 4 Plus automatically "line up" columns of numbers (having equal decimal places) or dollar amounts according to their decimal positions. Tabs must have been set prior to use of this mode.

All of the above modes and functions are described in more detail as you learn to use them in this manual.

C= 1 L= 1 -- Column and Line Counters -- These numbers indicate the current cursor location. The "C= 1" indicates that the cursor is in character or column position one, and the "L= 1" indicates the screen line that the cursor is on. As the cursor moves, the column and line indicator numbers will change accordingly.

The solid line across the screen serves two purposes -- it separates the Status Line indicators from the text, and it shows where any tabs have been set.

\* \* \* \* \*

LESSON 5EXPLORING THE KEYBOARD

To work efficiently, you need to be comfortable using the keyboard. The CBM 8032/9000 actually has two keyboards. One is a typewriter style keyboard, and the other is a calculator style "keypad" for entering numbers rapidly. Most of the keys on the typewriter style keyboard work like keys on a regular typewriter, except that these keys cause characters to appear on a screen instead of on paper.

Function Keys

The keys that do not work like typewriter keys are the Function Keys. Function keys control the cursor, certain WordPro 4 Plus modes, as well as the manipulation of characters and text. These keys are described briefly in the chart below. As some of these keyboard functions have not yet been explained, just familiarize yourself with the location of the function keys described below.

<u>KEY</u>	<u>FUNCTION WITHOUT SHIFT</u>	<u>FUNCTION WITH SHIFT</u>
CRSR UP/ DOWN	CURSOR Down -- moves the cursor down one line. When the cursor is at the bottom of the screen, the characters will move off the top of the screen. If there are any characters on the lines below the cursor, they will move up. This key does not delete characters as the cursor moves over them.	CURSOR Up -- moves the cursor up one line, but will not move the cursor off the top of the screen. This key does not delete characters as the cursor moves over them.
CRSR RIGHT/ LEFT	CURSOR> -- moves the cursor one space to the right. The cursor moves to the beginning of the next line when it reaches the edge of the screen. This key does not delete characters as the cursor passes over them.	CURSOR< -- moves the cursor one space to the left. The cursor moves to the end of the preceding line when it reaches the edge of the screen. This key does not delete characters as the cursor passes over them.

<u>KEY</u>	<u>FUNCTION WITHOUT SHIFT</u>	<u>FUNCTION WITH SHIFT</u>
INST/ DEL	DELETE -- erases the character to the left of the cursor, and then moves the characters to the right of the cursor one space to the left.	INSERT -- inserts one space at the cursor position, and moves all the characters to the right of the cursor one space to the right.
OFF/ REV	REVERSE -- turns CONTROL Mode ON and OFF. Referred to in this User's Guide as the CONTROL key.	OFF -- turns INSERT Mode ON and OFF.
CLR/ HOME	HOME -- moves the cursor to the upper left-hand corner of the screen. To return the cursor to the beginning of the text (even if your text doesn't begin on the currently displayed screen), press CLR/HOME twice.	CLR -- Enters File Mode, enabling you to store files onto a diskette, recall files from a diskette, and insert files (into) the body of your displayed text.
RETURN	Prints an ARROW LEFT sign on the screen to show the end of single lines or paragraphs and erases all characters to the right of the cursor on that line. Moves the cursor to the beginning of the next line.	Moves the cursor to the beginning of the next line without disturbing the text or printing the ARROW LEFT sign on the screen.
TAB	Moves the cursor to the next pre-set tab setting.	NONE.

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<u>KEY</u>	<u>FUNCTION WITHOUT SHIFT</u>	<u>FUNCTION WITH SHIFT</u>
RUN/STOP	When followed by a "0", or "1" will initialize the diskette in the indicated Disk Drive unit. A "2" will initialize both diskettes. (This function will be explained in a later Section.)	NONE.
BACKSLASH	Sets CAPITALS/LOCK Mode and lights :S: on Status Line. Releases CAPITALS/LOCK mode when pressed again.	SAME.
REPEAT	Causes letters, numbers and a few others keys to REPEAT when both keys are held down.	NONE.

The ESC key has no function in WordPro 4 Plus.

\* \* \* \* \*

## LESSON 6

### SCREEN EDITING FEATURES

Screen editing enables you to move the cursor on the screen, scroll text from the top or bottom of the screen, insert characters or spaces into text on the screen and to delete text from the screen. The following four Function Keys are used specifically for screen editing:

CRSR UP/DOWN    CRSR LEFT/RIGHT    CLR/HOME    INST/DEL

As on a normal typewriter, each of these keys has two functions, depending on whether they are shifted or unshifted.

#### MOVING THE CURSOR AND SCROLLING

The two CRSR movement keys and the CLR/HOME key control the cursor movement on the screen. The CRSR keys move the cursor up, down, right or left without changing any characters as it passes over them. The CLR/HOME key, when depressed once, moves the cursor to the top left-hand corner of the screen below the Status Line. When depressed twice, this key moves the cursor back to the very beginning of the text.

#### CRSR UP/DOWN Key

When you press the CRSR UP/DOWN key, the cursor moves one line down on the screen. If you hold down the SHIFT key and press the CRSR UP/DOWN key, the cursor moves one line up on the screen. If you hold down this key it will automatically "repeat" and continue to move the cursor.

#### CRSR LEFT/RIGHT Key

When you press the CRSR LEFT/RIGHT key, the cursor moves one space to the right on the line. If you hold down the SHIFT key and press the CRSR LEFT/RIGHT key, the cursor moves one space to the left on the line. This key will also automatically repeat when held down.

#### SCROLLING

To move the cursor continuously in any direction, hold down the desired cursor control key. If you hold down the CRSR LEFT/RIGHT key, the cursor continuously moves right across the screen. When the cursor reaches the end of a line, it automatically moves to the beginning of the line below and continues. If you hold down the SHIFT key and the CRSR LEFT/RIGHT key, the cursor continuously moves left across the screen. When the cursor reaches the beginning of a line, it automatically moves to the end of the line above.

The CRSR UP/DOWN key moves the cursor up and down the screen in the same manner. Pressing the <CONTROL> key prior to the CRSR UP/DOWN key will allow you to scroll at an extremely fast speed.

When the cursor reaches the bottom of the screen, WordPro 4 Plus scrolls the lines up. For example, if you are moving the cursor down the text in a document that is 100 lines long, when the cursor reaches the last line displayed on the screen, it moves lines of text off the top of the screen as it scrolls the lines up. Text is not lost when it scrolls off the screen.

You can scroll the lines on the screen up or down until you reach the beginning or end of the Main Text area.

#### CLR/HOME

To move the cursor to the top left-hand corner of the screen (the HOME position), press the CLR/HOME key. Press the CLR/HOME key twice to move the cursor to the beginning of the text.

#### CLEARING THE SCREEN

To clear the screen, we must first enter the Erase Mode by pressing <CONTROL>, then e. To erase all text and move the cursor back to the HOME position, <PRESS> a (for ALL). The Erase Mode is explained in full detail later in this User's Guide. To clear your screen:

press <CONTROL>

When you first press the <CONTROL> key you will notice that the :C: on your Status Line "lights up" to indicate that you are in Control Mode.

then <PRESS> e

Notice that the Status Line indicates that you are in ERASE Mode.

then <PRESS> a

for erase "ALL".

The words "ERASE ALL" will appear on your Status Line, all your text will be erased, and you will exit Control Mode automatically. As we will ask you to clear your screen a few times in later Sections, type in a few words and then erase your text (clear your screen) by pressing:

<CONTROL> e then a

#### ABSOLUTE CURSOR MOVEMENT

The cursor may be moved to an "absolute" line number using the CONTROL function called GOTO. To activate the function press <CONTROL> g then <TYPE> (desired line number) <RETURN>.

example: <CONTROL> g <TYPE> 112 <RETURN> (goto line 112)

If you attempt to GOTO a line outside of the set-up range (as set in the power up procedure) the following error message will appear on your Status Line:

Line Out of Range :X:I:S:C:N: C= xx L= xx

The next section explains cursor control and screen editing in more detail. However, we suggest that you take a few moments to familiarize yourself with the cursor control keys before beginning the next section.

Fast forward scroll is accomplished by <PRESSing> <CONTROL> and the cursor UP/DOWN key. Fast reverse scroll is accomplished by <PRESSing> <CONTROL> and holding the SHIFT key while <PRESSing> the cursor UP/DOWN key.

\* \* \* \* \*

EXERCISE 3:

PRACTICING SCREEN EDITING

Screen editing enables you to move the cursor to any position on the screen and insert, delete or retype characters.

Step 1: Type the following quotation, followed by three asterisks (\*), a second quotation, and 0-9, then press <RETURN>. Notice that after you type the last asterisk, the cursor automatically moves to the beginning of the next line.

```
Now is obviously the time for all good men to come to the aid of their party***
However if you don't we'll understand 0123456789||<RETURN>
```

Step 2: Now move the cursor back up to the first line of text by holding down the SHIFT key and pressing the CRSR UP/DOWN key until the cursor rests on the first line. Then press the CRSR LEFT/RIGHT key (without the SHIFT key) until the cursor rests on the "a" in aid. Notice that the cursor does not delete any characters as it passes over them.

Step 3: To practice inserting characters, we will insert four spaces between the words "the" and "aid". The cursor is now on the letter "a". Hold down the SHIFT key and press the INST/DEL key four times. This will insert four spaces after the cursor and moves the text located to the right of the cursor four spaces to the right. The four asterisks may have moved down (wrapped-around) to the next line. You now have on the screen the following:

```
Now is obviously the time for all good men to come to the|| aid of their party
*** However if you don't we'll understand 0123456789
```

Step 4: The cursor should be over the first space after the letter "e" in the word "the". Now <TYPE> \*\*\*\*. You have just inserted four characters in a line of text. The next step will show you how to delete the second set of asterisks.

Step 5: To delete the last three asterisks, press the CRSR LEFT/RIGHT key without the SHIFT key until the cursor moves to the end of the last asterisk on the next line. Now press the INST/DEL key three times, without the SHIFT, to delete the three asterisks on the second line.

Step 6: You can accomplish multi-space insertions and deletions by holding down the INST/DEL key either shifted (for insertions) or unshifted (for deletions). Practice this by moving the cursor over a letter "d" and pressing the shifted INST/DEL key for a few seconds. Now move the cursor over a letter "c" and press the unshifted INST/DEL key for a few seconds. Now you have seen how you can accomplish single character and multi-character insertions and deletions. This "repeat" function is also applicable to the cursor control keys. This allows you to easily move the cursor in all directions in an efficient manner. Before we move on, familiarize yourself with the cursor movement keys and try a few more insertions and deletions on your own.

Step 7: Clear the screen and return the cursor to the HOME position by pressing <CONTROL> g then a. The special functions of the <CONTROL> key (such as Erase Mode) will be discussed in detail later.

\* \* \* \* \*

SECTION 3

WordPro 4 Plus FUNCTIONS

TYPING, PRINTING AND MEMORIZING DOCUMENTS

This section explains how to enter text with imbedded formatting instructions to produce printed formatted documents. You will also learn how to save your text in a file to use over again.

The exercises in this section will teach you step-by-step how to type text with format commands, print a formatted copy, and save (memorize) the text on a diskette. It is recommended that you do the exercises in this section without interruptions.

This section contains:

- .Formatting Commands
- .Typing a Sample Page
- .Correcting Errors
- .Formatting and Printing
- .Memorizing Text
- .Erasing Text

\* \* \* \* \*

LESSON 1

FORMATTING TEXT

If your screen still shows text from our previous example, clear the screen as follows:

<CONTROL> a then a

Before you start typing a document or letter, you must set the margins just as if you were using a typewriter. However, with WordPro 4 Plus you set the margins by using imbedded format commands in the text. The format commands also enable you to set page numbers, set line spacing, center lines of text, set right and left justification, leave blank lines, indent and release margins, and perform other useful functions and establish parameters. Imbedded format commands are like "on/off" switches. When a format command, i.e. centering, is encountered in the text it is "turned on" and all text after that point will be centered unless another imbedded format command is encountered that "turns off" centering. Similarly, if you initially set your left margin at 10 and want to change it later in your text (maybe to indent a paragraph), you would insert another format command that changes your left margin to a new value. As WordPro 4 Plus processes your text for printing, it uses the imbedded format commands to arrange your text for printing. As text is processed, WordPro 4 Plus reacts to the imbedded format commands that you have inserted/typed into the text and arranges the margins, centers text, underlines, and performs any other tasks that you have specified via your imbedded format commands.

A FORMAT COMMAND consists of two letters, which represent the abbreviation for the command name and a number. WordPro 4 Plus follows the instructions of your imbedded Format Commands when you print out or OUTPUT a document. A copy of our example letter is stored on your System Diskette. Once you have completed all of the exercises you should recall the Example Letter on your screen, examine the imbedded Format Commands, and then compare it with the printout in Section 10 of this User's Guide.

A Format Line containing imbedded Format Commands is always preceded by a special character called a **FORMAT CHECKMARK**. This special character, symbolized by a **CHECKMARK** on your screen, tells WordPro 4 Plus that the characters immediately after the checkmark are special **FORMAT COMMANDS** and should not be printed. A Format Checkmark is created by pressing the **<CONTROL>** key (to enter **<CONTROL>** mode) and then the **QUESTION-MARK/SLASH (?/)** key. Always press the **<RETURN>** key after the last character of the format command line to indicate to WordPro 4 Plus that you have completed your format command line. Now press **<CONTROL>** and ~~then~~ **the QUESTION-MARK/SLASH** key to familiarize yourself with the Checkmark command.

**NOTE:** A Checkmark, may also be known as a "Tick" in Europe.

Throughout this User's Guide, we will use an **@** (at-sign) to represent a Format Checkmark. Wherever you see an **@** in a Format Line, it will represent a Format Checkmark.

Clear your screen again by pressing:

**<CONTROL> e then a**

**\* \* \* \* \***

FORMAT COMMANDS

All Format lines must begin with a Format Checkmark which is shown on your screen as a checkmark. In our examples, the Format Checkmark will be represented by an "@" . This is accomplished by pressing the <CONTROL> key, then the question mark-slash key, and ending with a <RETURN>. (In the following examples, the Format Checkmark will be represented by the "@" sign.) Most formatting commands can be imbedded in the same line as shown below. The few exceptions to this will be discussed later in this User's Guide. When imbedded commands are on the same line they must be separated by a colon.

example: @lm10:rm75:pp66:pg50:cn1 <RETURN>

rm (RIGHT MARGIN) Command

The rm command sets where on the printed page the right-hand side of the text will end. Like a typewriter, WordPro 4 Plus uses numbered column positions. Most printers can print up to 80 characters on a line, although some can print as many as 163. If you do not enter a rm command, WordPro 4 Plus automatically defaults to 80 as the right margin value.

example: @rm75 <RETURN> (sets the right margin at 75)

If you specify a right margin higher than 163, WordPro 4 Plus displays the error message "Right Margin > 163" when you try to output to the printer.

If you specify the right margin as zero (which is what you are doing if you forget to enter a number after the "rm"), WordPro 4 Plus displays the error message "Right Margin = 0" when you try to output.

lm (LEFT MARGIN) Command

The lm command sets where on the printed page the left-hand side of the text will start, using numbered character positions as in the rm command. lm must be greater than zero. If you do not enter an lm command, WordPro 4 Plus automatically uses 1 as the left margin value.

example: @lm10 <RETURN> (sets the left margin at 10)

As with the right margin, the left margin is in fact limited by the number of characters your printer can print on a line. WordPro 4 Plus lets you specify a left margin as high as 162. However, the left margin must never be equal to or higher than the right margin. If you specify such an lm, WordPro 4 Plus displays the error message, "Left Margin > Right Margin" when you try to output to the printer.

The left margin must not be zero. If you specify the left margin as zero (which is what you are doing if you forget to enter a number after the "lm"), WordPro 4 Plus displays the error message "Left Margin = 0" when you try to output. Note that you may change margins as many times as you would like within a document by inserting Imbedded Format Commands throughout your document.

pp (SET PRINTER PAGE) Command

The pp command sets the "length of the page", that is, tells WordPro 4 Plus the length of the sheets of paper you are printing on. With this information, WordPro 4 Plus can use the paper feed mechanism on the printer to move the paper the correct distance to begin each subsequent page in the proper place. Standard size paper (8 1/2 by 11) has 66 lines top to bottom. International paper size is 72 lines top to bottom.

example: @pp66 <RETURN> (sets number of lines at 66)

Here is a helpful system for figuring the pp value:

(Paper length in inches) times (lines per inch on printer) = pp  
11 times 6 = 66

pg (PAGING) Command

The pg command is used in conjunction with the pp command. It sets the maximum number of lines of text to be printed on the page. Even though a page can hold 66 lines of text, we normally leave room at the top and the bottom of the page. The pg command tells WordPro how many lines of text to actually print within the number of lines specified in the pp command before "ejecting/form feeding" to the top of the next printed page. pg must be a smaller number than pp (because you cannot print more lines on a page than there is room for). Unless you are working with a document that will be less than a full page you should enter both a pg and a pp command before you begin typing.

Here is a helpful system for figuring the pg value:

pp MINUS (blank lines desired top and bottom) = pg  
66 MINUS (6 + 10) = 50

example: @pg50 <RETURN> (commands printer to print no more than 50 lines on the page)

The pg value must never exceed the pp value. If you specify a pg higher than the pp you specified, WordPro 4 Plus displays the error message, "Paging > Printer Page".

NOTE: The uses of the pp and pg command will become self-evident during printing examples later in this User's Guide.

### sp (SET LINE SPACING) Command

The sp command sets the line spacing of text produced when printing. WordPro 4 Plus can produce text single, double or triple spaced. Enter 1 for single spacing (no blank lines between the lines of text), 2 for double spacing (one blank line) and 3 for triple spacing. If you do not enter an sp format command, WordPro 4 Plus uses single spacing as you would in a normal letter.

example: @sp2 <RETURN> (commands printer to double space)

If you enter an sp command with a value higher than 3, the error message "Line Spacing > 3" will appear on the Status Line when you try to print the page. In our format line example, spacing is set to two lines (sp2).

### cn (CENTERING) Command

The cn command centers each line of text between the left and right margins when it is printed. Entering a number "1" turns on centering, and entering a "0" (zero) turns it off. You may center individual lines or as many lines as you like. Once you turn centering on, it remains on until you turn it off.

example: @cn1 <RETURN> (turns centering on)

The cn1 command tells WordPro 4 Plus to center all text on the page between the margins during printing (until centering is turned off). The cn0 command will turn the centering off and the rest of the document will revert to the margins given in the last format command.

In our format line example, centering is turned on (cn1).

example: @cn0 <RETURN> (turns centering off)

### ju (JUSTIFICATION) Command

In many publications, the normal "ragged" right margin is lined up or printed in block form to make the page look neater. This is called "justification". WordPro 4 Plus justifies by inserting spaces between words. The WordPro 4 Plus manual you are reading was printed using the justification command.

The ju command specifies justification. As in the centering command, the number "1" turns justification on and "0" turns it off. Once you turn justification on, it remains on until you turn it off. If you do not enter a justification command, WordPro 4 Plus keeps justification off.

example: @ju1 <RETURN> (turns justification on)

The justification command has been turned on, directing WordPro 4 Plus to create consistent left and right margins throughout the document during printing.

example: @ju0 <RETURN> (turns justification off)

#### ra (RIGHT ALIGNMENT) Command

When typing a document, the text is usually even at the left margin. Justification lines up the text at both the left and the right margin. Right alignment lines up text at the right margin, at the expense of the left margin. That is, the right margin is lined up, but the left margin is ragged.

Entering a "1" with the ra command turns right alignment on; entering a "0" turns it off. Once you turn right alignment on, it remains on until you turn it off.

example: @ral <RETURN> (turns right alignment on)

NOTE: Centering takes precedence over both justification and right alignment. If you have used either the ju or ra commands, these commands do not apply while centering is turned on.

Right alignment takes precedence over justification. If you have used the ju command, justification does not apply while right alignment is turned on.

#### lf (LINE FEED) Command

Some printers require that the computer send a LINE FEED (move the platen up one line) along with each CARRIAGE RETURN (move the printhead mechanism back to the beginning of the line), while others generate their own. Normally, a printer can be set to generate its own LINE FEED (as is the case with the NEC Spinwriter and the CBM model printers). lf is normally in the OFF mode, but can be turned ON and OFF with the following commands:

example: @lf1 <RETURN> (turns on LINE FEED)  
          @lf0 <RETURN> (turns off LINE FEED)

NOTE: If your printer was typing on the same line (over and over), inserting an lf1 command at the beginning of your text would cause the printer to print correctly.

### ln (LINES) Command

Although blank lines can be left in text by simply entering each required line as just a <RETURN>, a quicker, less wasteful method is to use the ln command. ln simply puts in the number of blank lines specified.

example: @ln2 <RETURN> (leaves two blank lines in text)

### ma (MARGIN RELEASE) Command

Many times, it is desirable to have a paragraph with a leading descriptor outside the left margin (you can see an example of this in the Example below, where the STEP Numbers 1 and 2 appear to the left of the associated paragraph). This can be accomplished with the ma command. ma simply "releases" the left margin by the amount specified for the first line of the paragraph. To demonstrate this, consider the following example:

@ln15:rm70:jul:ma3 <RETURN>

1. This is the first paragraph in this example. Another paragraph will follow to show you how this command works.<RETURN>

@ln1:ma3 <RETURN>

2. This is the second paragraph in our example. Once you see how this prints out, you will realize the uses for ma.<RETURN>

It will print out as follows:

1. This is the first paragraph in this example. Another paragraph will follow to show you how this command works.
2. This is the second paragraph in our example. Once you see how this prints out, you will realize the uses for ma.

### SUPERSCRIPTS and SUBSCRIPTS

Superscripts and Subscripts are available on most letter quality printers. On certain printers, internal jumpers/connections must be made in order for the printer to perform these functions. If you encounter difficulties, reference the Printer Section and/or contact your Professional Software dealer.

Superscripts and Subscripts are accomplished by pressing <CONTROL> then 4 for Superscript and <CONTROL> then 6 for Subscript. These two CONTROL functions will display on your screen as a line across the top of the space (for Superscripts) and a line across the bottom of the space (for Subscripts). Depending on which Control function was used, the next character of text will be acted upon.

<CONTROL> 4 plus the character you wish to be Superscripted, or <CONTROL> 6 plus the character you wish to be Subscripted will cause the printer to print that character up or down half a line as required. Repeat the sequence for additional Superscripts or subscripts.

EXAMPLE:            superscripts<sub>1</sub>

is accomplished by:

<TYPING> superscripts <CONTROL> 4 1

EXAMPLE:            subscripts<sub>1</sub>

<TYPE> subscripts <CONTROL> 6 1

EXAMPLE: H<sub>2</sub>SO<sub>4</sub> + HO<sub>2</sub>S<sup>2</sup> \* FORMULA B+

<TYPE> H <CONTROL> 6 2 SO <CONTROL> 6 4 + HO <CONTROL> 6 2 S  
<CONTROL> 4 2 \* FORMULA B <CONTROL> 4 ±

#### fp (FORCED PAGING) Command

Previously, the pg command was mentioned which would cause the printer to start a new page (eject/form feed/paging) once the specified number of lines had been printed. With the fp command, you can cause this "paging" to occur at other times. Forced Paging can take two forms; with and without a number after it.

If a number is not specified along with fp, then a "paging" will occur immediately, regardless of any other considerations. If there is a number specified, then "paging" will only occur if the number of lines left until the pg command is fulfilled is less than, or equal to, the specified number, i.e., an fp3 command would mean; if the next three lines cannot all fit on the current page, then "page" to the top of the page before printing continues..

example: @fp <RETURN> (page immediately)  
          @fp3 <RETURN> (page if 3 or less lines remain  
                          until the pre-set value for pg is reached)

NOTE: Porced Paging must be the last format command on a format line or must stand alone on its own format line.

cm (COMMENT) Command

Comments may be put in text with the cm command. cm lines will be ignored when the page is printed out, but will always display on the screen to relay information to the user during Edit Mode. NOTE: Comment lines should be on a line of their own, and cannot extend to the next physical screen line.

example @cm:This is a comment within text <RETURN>

It is an excellent idea to always start a document or letter with an imbedded comment line as the first line of the document. When you recall a file, the filename would appear in the comment line. This comment line containing the filename will be helpful in Saving/Replacing documents.

pt (PITCH) Command

This command is available on most letter quality printers. In normal mode, most printers print in what is known as "10 PITCH" (10 characters per inch), while other accepted standards for character spacing are "8, 12 and 15 PITCH" (8, 12 and 15 characters per inch). The pitch size can be changed with the pt command.

example: @pt8 <RETURN> (sets printer to 8 Pitch)  
@pt15 <RETURN> (sets printer to 15 Pitch)

NOTE: Only 8, 10 12, and 15 pitch are allowed, any other will result in the error message "Illegal Pitch".

fa (Form Advance) Command

Form Advance (number of vertical lines per inch) is available on most letter quality printers. With this command, you may choose between 4, 6, 8, and 12 lines per inch. The default value is 6.

example: @fa6 <RETURN> (sets lines per inch to 6)  
@fa8 <RETURN> (sets lines per inch to 8)

NOTE: Standard 8-1/2" x 11" paper will accommodate 66 lines of type. International paper standards contain 72 lines of type. Changing the fa value will change the number of lines that the paper will handle and will affect the number that you assign as your pp value.

### vp (Vertical Positioning) Command

At times, you may not wish to have the text start right at the top of the page. You could start printing further down on the paper by moving the paper, but this would mean changing the pg (and other parameters not yet discussed). The vp command will automatically leave the specified number of blank lines at the top of each page, as well as handle all other considerations.

example: @vp3 <RETURN> (leaves 3 blank lines at  
the top of the page)  
@vp0 <RETURN> (disables the vp command)

### PAUSE COMMAND

PAUSE is an imbedded format command that allows the printer to be stopped automatically at the end of any paragraph within the text. The format command "@ps: message here <RETURN>" used on a line by itself will automatically halt the printer at that point in order to change a thimble style, etc. Press the g key to continue, or the <CONTROL> key to cancel. Any short message placed after the colon will appear on the Status Line to remind you of the action that should be taken. For example, if the command "@ps:Change to ITALICS <RETURN>" was used, the message "Change to ITALICS" would appear on the Status Line when that spot in the file was reached, and the printer would wait for the operator to change the daisy-wheel element or thimble, assuming of course that a suitable printer was in use.

### AUDIO FEEDBACK

For those who wish Audio Feedback, the built-in beeper in the CBM 8032/9000 may be enabled by pressing <CONTROL> <back/slash>. Pressing the same keys again will turn it off. As the CBM 8032/9000 beeper is not very powerful, the audio feedback may be difficult to hear in a noisy work environment. (NOTE: Sound is available on the Parallel Port between CB2 and Ground on other CBM models without an internal beeper.)

### ENTERING TEXT ON THE SAME LINE WITH FORMAT COMMANDS

Simply type in a semicolon after the last format command. Then you may enter text on the same line.

example: @lml5:cnl;TITLE<RETURN>

The effect of this example would be to reset the left margin to "15" and then center the word "TITLE" between the left and right margins. The semicolon allows you to type "TITLE" on the same line, rather than on the next line.

\* \* \* \* \*

LESSON 2

PRODUCING A WordPro SYSTEM DISKETTE BACKUP COPY

Before we begin memorizing/recalling text in the next Lesson, it is important that you produce a BACKUP (DUPLICATE) copy of your System Diskette. This BACKUP copy will be the System Diskette that you will use every day.

Producing BACKUP Copies Of Diskettes

Producing BACKUP copies of your Document Diskettes (diskettes on which you have stored text) should be, at the very least, a daily event. Sooner or later, someone will spill something on a document diskette, severely mishandle a diskette, or erase one by mistake (See Care of Diskettes Section).

IF YOU DID NOT PRODUCE A BACKUP COPY OF THE DISKETTE, YOU WILL HAVE LOST ALL OF THE PREVIOUSLY STORED TEXT!!!

This is why we are now producing a BACKUP copy of your System Diskette; just in case something happens to it. If you have one or two diskettes that you use quite frequently, these diskettes should always have a BACKUP diskette ready for use. Producing a BACKUP diskette is also called DUPLICATING a diskette. DUPLICATING a diskette will be covered (for emphasis) later in this User's Guide.

At this point we will ask you to perform a number of steps without explaining the commands or procedures involved. All the commands and procedures listed below will be fully explained later in this User's Guide. It is very important, however, that you produce a BACKUP copy of your System Diskette before we proceed. Review the Section on User Conventions (if necessary) and then please follow the steps listed on the next page.

Producing a BACKUP/DUPLICATE Copy

STEP a) Insert a brand new diskette into Drive #1 (with the label facing up) and close the diskette door very carefully by "jiggling" the door shut.

STEP b) Press <CONTROL> . (period) to enter Disk Mode, then

<TYPE> nl:wordpro 4 plus.99

Please check very carefully that you have typed in the above listed command exactly as shown using the number "1" after the letter "n". Do not type in the letter "l". If you make a mistake typing it in, just press the INST/DEL key to delete the wrong characters or numbers (one at a time) and then type the command in again. Once you are sure that the command has been typed in correctly, PRESS the <RETURN> key.

Please wait a few minutes for the NEWING/FORMATTING function to finish. (The left-hand disk drive light will go out).

\* \* \* \* \*

**NOTE:** If you have been supplied with a CBM 2031/2040/3040 Disk Drive (check the front label on your unit), proceed (turn to) to Section 14, "CBM 2031/2040/3040 BACKUP/DUPLICATING PROCEDURES" on Page 14-1. A different procedure will be listed there for owner's of CBM 2031/2040/3040. Again, if you have a CBM 2031/2040/3040 do not perform the steps listed below (turn to Page 14-1 instead). If you have been supplied with a CBM 4040/8050, please follow the steps listed below, otherwise turn to Page 14-1.

\* \* \* \* \*

STEP c) Enter the Disk Mode again by pressing: <CONTROL> .

In Step d below, use a one & zero - not the letters "l or o".

STEP d) <TYPE> dl=0 <RETURN>. This command will copy all files automatically. Wait a minute or two for the "copy" command to finish.

If the middle indicator light of your disk drive turns red and stays on, perform steps a-d again with a different diskette.

Performing the steps listed on the preceding page will copy all the files on your System Diskette onto a new diskette. Remove this diskette from Drive #1 and carefully label it "WordPro 4 Plus System Diskette". When labeling the diskette you should use a felt tip pen or use a typewriter to type the diskette name onto a separate label (supplied with new diskettes) and then carefully stick/press the new label over the existing diskette label. (Remove the newly created BACKUP SYSTEM DISKETTE from Drive #1). You will notice a small notch on one (or both) sides of the diskette. This notch must be "covered" in order to preclude accidental "writing over" of information stored on that diskette. The small adhesive tab that is used to cover that notch is called a Write Protect Tab. These tabs can be found in any box of brand new diskettes. Place a Write Protect Tab over the notch on the side of the new diskette. Press the sides of the Write Protect Tab very firmly to preclude the tab from coming loose or falling off in the future. If you do not have tabs available you may use regular clear scotch tape. Your new BACKUP System Diskette is now ready for use. Remove the original Master System Diskette from Drive#0 and store it in a safe, dry location for potential future use if your newly created BACKUP diskette fails to load properly.

From now on you should use your newly-created System Diskette for daily use. **From this point onwards, whenever you insert your newly created System Diskette for use you should insert it with the label HP (even if you have a CBM 8050).**

Insert your newly created System Diskette in Drive #0 and initialize it by <PRESSing> the RUN/STOP Key and then 0 (zero).

You are now ready to proceed with the next Lesson.

\* \* \* \* \*

PUT THE ORIGINAL WordPro 4 Plus MASTER DISKETTE AWAY IN A  
SAFE, DRY LOCATION.  
THIS IS YOUR MASTER SYSTEM DISKETTE COPY

\* \* \* \* \*

NOTE: The "DUPLICATE" command would be a faster and simpler method of producing a backup copy, but as this command is not compatible among all Commodore disk operating system formats, we do not feel it would be prudent to use it at this point without a long, relatively involved, potentially confusing explanation.

LESSON 3TYPING A SAMPLE PAGE

**Step 1:** Clear your screen again by pressing <CONTROL> a then a. Type the sample paragraphs EXACTLY as they appear, including the errors. You will learn how to correct the errors in the next exercise.

Remember, press the <RETURN> key only at the end of each paragraph. Each imbedded FORMAT command line (first line in the example below) must also be followed by a <RETURN>. The <RETURN> key is graphically represented on the screen by an ARROW LEFT. A Format Checkmark ( <CONTROL> QUESTIONMARK/SLASH key ) is represented on your screen as a checkmark but is shown in our example as an "@".

- 1) Pressing <RETURN> displays an ARROW LEFT on your screen.
- 2) In our example below, an "@" represents a Format Checkmark (produced by pressing <CONTROL> QUESTIONMARK/SLASH key.)

Everywhere that you see an "@" you should enter CONTROL Mode then press the QUESTIONMARK/SLASH key (the :C: on the Status Line will be highlighted). Watch your Status Line, the :C: should highlight every time you enter CONTROL Mode and "unlight" every time you exit CONTROL Mode). Pressing the <CONTROL> then the QUESTIONMARK/SLASH key will produce a format checkmark on your screen.

@cm:sample 1 <RETURN>

@lml2:rm75:jul:pp66:pg60 <RETURN>

Professional Software Inc. will unveil WordPro 4 Plus, a new word processor, at the 1978 Consumer Electronics Show. WordPro 4 Plus has the capability to handle even the toughest of word processing problems. Not only present problems, but future problems as well. The video display makes it easy to perform the most complex of "cut and paste" operations. The "search and replace" capability makes the tailoring of standard contracts almost automatic.<RETURN>

<RETURN>

After only a few hours of instruction, a capable typist can be producing with WordPro 4 Plus. Even the more sophisticated tasks are mastered in a short time.<RETURN>

<RETURN>

However, the most most outstanding feature of this new system is the price. WordPro 4 Plus cost a fraction of what other word processors cost with the same capabilities. It is cost effective for even the smallest business office to use word processing.<RETURN>

<RETURN>

If you would like to learn more about WordPro 4 Plus, contact your local Professional Software dealer. He will be happy to set up a demonstration for you.<RETURN>

**Step 2:** Press the CLR/HOME key once to move the cursor to the beginning of the text.

\* \* \* \* \*

## LESSON 4

### CORRECTING ERRORS

Step 1: The first error is on line 7. As you move the cursor down by pressing the CRSR key, Line 7 reads:

complex of cut-and-paste" operations. The error is that there is no \_ before the word "cut". To correct this mistake, simply cursor over to the space before the word "cut" and type a \_.

"search and replace" should be "search-and-replace". To change the space to a hyphen, use the CRSR keys to move the cursor to the space. Now press the hyphen (-) key. The space is replaced with a hyphen. Now move the cursor to the space between "and" and "replace" and change that space to a hyphen.

Step 2: Move the cursor down to the next error, which is on line 8. Line 8 reads:

The tailoring of standard contracts almost autoamtic.

To correct the misspelling, move the cursor to the second "a" in "autoamtic". Type an "m" there. The cursor moves to the next position. Type an "a" to replace the incorrect "m".

Step 3: Move the cursor down to line 14, which reads:

dPro 4 cost a fraction [ETC.]

The word "cost" should be "costs". Move the cursor to the space after the letter "t" in "cost". Insert an extra space by holding down the SHIFT key and pressing the INST/DEL key once. Now press the "s" key to enter the "s" in the space you just made.

Step 4: The next error is in line 15.

the word "use" has been misspelled, it says esu rather than use.

Move the cursor to cover the "e" in "esu". Now, overstrike "esu" with "use".

Step 5: The last error is in line 13. Hold down the SHIFT key and the CRSR key until the cursor is on line 13. This line reads:

However, the most most outstanding feature [ETC.]

Move the cursor to the right and position it in the space between the first "most" and the second "most". Press the INST/DEL key five times to delete the extra "most" and the extra space.

Check the rest of the page for typing errors. Scroll the last paragraph up from the bottom by moving the cursor to the bottom of the screen. Continue to hold the CRSR key down until the last paragraph of the sample page is displayed on the screen. Scrolling upwards can be accomplished in the same manner by holding down the SHIFT key and then pressing the CRSR key.

If you made any typing errors, please correct them using the editing techniques already explained. There were no other errors in the sample copy.

\* \* \* \* \*

LESSON 5

FORMATTING AND PRINTING

WordPro 4 Plus formats text as it prints out a copy according to the formatting commands imbedded in the text. We will use the Output Mode to print out our sample text.

Output Mode

To access the Output Mode, press <CONTROL> then o (lower case letter o). The Status Line displays:

OUTPUT ..... : : : X

There are six options you can use with the Output Mode. Three options will be discussed here, the last three options will be discussed in detail in the Advanced Formatting and Printing section of this manual. To return to EDIT Mode, press <CONTROL> again.

EXERCISE 2:

PRINTING THE FORMATTED SAMPLE PAGE TO THE PRINTER

Follow the steps below to produce a formatted copy of the example paragraphs on the printer. If necessary insert a piece of paper into your printer.

Step 1: Press <CONTROL>, then the letter o to indicate that you want to use the Output Function. The Status Line now changes to:

OUTPUT ..... : : : X

Step 2: PRESS <RETURN>. The printer is now printing your sample page.

You have just printed one copy of one page - the simplest level of the Output function. Take a few moments to admire your work. In the next lesson you will learn how to save this example page for future use.

NOTE: If your printer did not function and you are not familiar with the operation of your particular printer, check all obvious potential trouble areas such as paper feed, power on, ribbon/thimble installations, ribbon alignment, etc. If you are using a NEC Spinwriter modified for use with CBM computers, reference our printer section for a few suggestions. If you are unable to get your printer to operate, contact your dealer immediately.

### OUTPUTTING THE SAMPLE PAGE TO THE SCREEN

To Output your sample page to the video screen (to see exactly what a document will look like before printing it out on the printer), follow these steps:

Step 1: Press <CONTROL>, then the letter o to indicate you want to Output. The Status Line will show:

OUTPUT \_\_\_\_\_ : : : X

Step 2: <PRESS> y. The sample page will appear on the screen exactly as it would appear if it were printed on hard copy.

Scroll the formatted page up by pressing any key (except the RUN/STOP key) and releasing it when you wish to stop. While reviewing the text for content and format, you may return the system to Edit Mode at any time by using the following keystroke sequence:

<PRESS> RUN/STOP <CONTROL>

When viewed in Video Output Mode, tops and bottoms of pages are indicated on the screen as horizontal lines. The end of a document is indicated by a horizontal line beginning with 3 ARROW UP symbols. Press RUN STOP/<CONTROL> to return to Edit Mode when the 3 ARROW UP symbols appear on the screen. A "SYNTAX ERROR", i.e., a mistake in any format command, will return you to Edit Mode automatically. The cursor will appear over the first character which caused the Syntax Error to occur. This will assist you in quickly identifying your error. After the Syntax Error is corrected you can return to the Video Output Mode using the previously described keystroke sequence.

OUTPUT MODE OPTIONS

1. Printing A One-Page Document

If you press the <RETURN> key after entering OUTPUT Mode, WordPro 4 Plus prints the first page of text. If the pp and pg have not been set, WordPro 4 Plus prints all of the text as one long continuous page.

This option is useful for printing a one-page document, or to print a document and stop the printer after each page.

2. Multi-Page Continuous Printing

After entering the OUTPUT mode, press q then <RETURN> to make WordPro 4 Plus print continuously. The Status Line now displays:

OUTPUT \_\_\_\_\_ : : C : X : \_\_\_\_\_

WordPro 4 Plus prints the text continuously without stopping after each page.

example: <CONTROL> q q <RETURN>

If your document is multi-page and you would like to output one page at a time, press <CONTROL> q <RETURN>. After each page has completed printing, <PRESS> q to continue.

3. Printing Multiple Copies

To print more than one copy, enter the OUTPUT mode then press the "c" key (if continuous printing is desired) then the "x" key followed by a number (maximum 255) representing the number of copies desired. If you type "x" without a number, WordPro 4 Plus prints one copy. The "x" command must be the last entry of the Output options.

example: <CONTROL> q q x 3 <RETURN>

This example would output 3 copies continuously and then stop.

Stopping The Printer

To stop printing at any time, press the RUN/STOP key. WordPro 4 Plus finishes printing the current line, then stops. At this point you can press the "c" key to continue printing or the <CONTROL> key to completely terminate printing. The message "Output Aborted" will appear on your Status Line to indicate the termination of printing.

\* \* \* \* \*

LESSON 6MEMORIZING (RECORDING) TEXT

Text in both the Main Text area and Extra Text area remain in the WordPro 4 Plus "memory" only as long as the power remains on. To permanently save text, we will MEMORIZE (or store) it onto a diskette. MEMORIZING is the process of recording text onto the diskette. Text stored on a diskette is sometimes referred to as a TEXT FILE.

You can think of this process like the sound track on a phonograph record. The sound track is the stored text (file) and the phonograph record is the diskette.

A file is a group of characters stored on a diskette under a specified title or file name. WordPro 4 Plus accepts file names up to 16 characters long. A file name CANNOT contain colons, semi-colons, asterisks, or commas. In addition, the first letter of the file should be an alphabetic character as opposed to a number. A file name may contain spaces.

Before you can store the sample page in a file on a brand new diskette, you must "new" or "format" the diskette. Follow the steps shown below.

Newing (Formatting) A Diskette

Step 1: Insert a brand new diskette (or a diskette that can be "written over") into disk drive number 1 (the disk drive on the left).

Step 2: Press the <CONTROL> key. Notice that the :C: is highlighted on the Status Line. You are now in the Control Mode and WordPro 4 Plus is waiting for a command.

Step 3: Now press the Wedge ">" or Period . key. The Period key (when preceded by the <CONTROL> key) tells WordPro 4 Plus that you will be giving it disk commands. The following prompt appears on the Status Line:

> \_\_\_\_\_ C= xx L= xx

The cursor is waiting after the > for a disk command. In this case, we must specify a disk drive number, a diskette name, and a two-character identification number for the diskette. This information is recorded on a special area of the diskette called the Directory.

You have just told WordPro 4 Plus that you want to "NEW" the diskette, that the diskette is in drive number 1, and the name you want to give the diskette is Practice. Since this is the first diskette you have used, its disk ID number is 01.

<TYPE> n1:Practice.01 <RETURN>

The disk drive light comes on, and you can hear humming and clicking sounds. When the disk drive indicator light goes out, the diskette is ready to record files. This initial process of preparing a diskette is called "newing" and takes about 3 minutes to complete. This process only has to be performed ONCE PER DISKETTE WHEN THE DISKETTE IS PREPARED FOR USE THE VERY FIRST TIME. NEWING will also erase all files stored on a used diskette and allow it to be used again as a "fresh diskette".

NOTE: If the middle light of your Disk Drive remains a constant RED, perform these steps again with another diskette.

### FILE MODE

We are now ready to memorize/store your sample letter. To memorize text from the memory to a diskette, we use the FILE Mode. To enter the FILE Mode, <PRESS> <SHIFT> CLR/HOME, i.e., hold down the SHIFT key and press the CLR/HOME key. The Status Line displays:

Recall,Memorize,or Insert :X:L:S:C:N: C= xx L= xx

<PRESS> m for Memorize. The Status Line displays:

MEMORIZE - DRIVE # ? :X:L:S:C:N: C= xx L= xx

Type the drive number that contains the document diskette you want to store the file on (in this case Drive 1, so <TYPE> 1). The Status Line displays:

MEMORIZE 1: :X:L:S:C:N: C= xx L= xx

<TYPE> sample 1 <RETURN>. The screen will now display:

MEMORIZE 1:sample 1 :X:L:S:C:N: C= xx L= xx

When WordPro 4 Plus finishes storing the file named sample 1, the Status Line displays the word "Stored" and the drive number and the filename.

Stored - N1:file name1 :X:L:S:C:N: C= xx L= xx

The Status Line now reads:

Stored - 1:sample 1 \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= XX L= XX

Stored :Indicates that the text in the memory of WordPro 4 Plus is now recorded in a file on a diskette.

1: :Indicates the number of the disk drive containing the diskette on which the file was recorded.

sample 1 :This is the file name.

Your sample paragraph is now stored on diskette.

You may cancel FILE Mode by pressing the <CONTROL> key. The screen still displays the last screen of text that was just saved. Notice that when you memorize text you do not erase it from the screen.

\* \* \* \* \*

LESSON 7

ERASING TEXT (ERASE Mode)

After text is memorized in a TEXT FILE on a diskette, you can clear the memory. To clear all the memory or a portion of the memory, use the ERASE Mode described in the steps below:

Step 1: Position the cursor about half way down your text on the screen, and a few characters into a line.

Step 2: PRESS <CONTROL> and then <PRESS> e. The Status Line displays:

Erase \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

Indicating that you are now in the Erase Mode. (You can cancel the Erase mode before any "damage" is done by pressing the Control key.)

Step 3: Erase everything from the cursor onward by <PRESSing> r (for REMAINDER). Note that the remainder of the line the cursor was on was ERASED as well as all the text below it.

Step 4: Erase entire text by pressing <CONTROL> e a (for Erase ALL).

Erasing commands "r" , "a" and "l" are explained more fully on the next page. Once you have entered the ERASE mode (<CONTROL> then e) pressing the letters above will produce the results indicated in the ERASE Command Summary on the following page.

\* \* \* \* \*

SUMMARY OF  
ERASE MODE COMMANDS

Erase Mode is established by <CONTROL> e, and is followed by:

- a All -- erases all of the characters in the memory, then positions the cursor at Line 1, Character 1.
- r Remaining -- erases all the text on, and beyond the current cursor location.
- l Line -- erases a specified range of lines. A "range" must have been previously set (RANGE functions will be explained later in this User's Guide).

After pressing <CONTROL> e, the Erase mode can be aborted by pressing <CONTROL>.

After an Erase function is completed, you will automatically exit Control Mode.

\* \* \* \* \*

SECTION 4

EDITING TEXT

This section explains how to initialize a diskette for daily use, recall a file from a diskette, call a Diskette Directory, as well as additional editing features of WordPro 4 Plus.

Inserting, deleting and rearranging text can be done quickly with <CONTROL> functions, such as moving and duplicating sentences and paragraphs. A SEARCH and REPLACE function enables you to quickly search for strings of text and replace them with new text.

Each lesson in this section explains an editing function. A practice exercise using the sample page typed in Section 3 follows each lesson.

This section contains:

- .Calling a Diskette Directory
- .Initializing a Diskette and Recalling Text
- .Deleting words, sentences and lines
- .Inserting words, sentences and lines
- .Moving and Duplicating Lines of Text
- .Search and Replace
- .Updating Text Files on Diskette

\* \* \* \* \*

LESSON 1CALLING A DISKETTE DIRECTORY

When a diskette is prepared for use for the very first time, the diskette must be "NEWED" or "FORMATTED". This process stores a diskette name and diskette number on a certain portion (track) of the diskette. This area of the diskette also holds the names of the files that have been stored (memorized) on the diskette. This area of the diskette is called the Directory. Of course, knowing what is stored on your diskettes is extremely important and the Directory is a very important function.

WordPro can memorize text on or recall text from any of four (4) disk drives numbered 0, 1, 2, or 3. Drives 0 and 1 refer to drives 0 and 1 of the "primary" disk drive with the "Disk Drive Device #" specified when WordPro was loaded (usually 8). Drives 2 and 3, however, refer to drives 0 and 1 of the "secondary" disk drive with the device number one greater than specified when WordPro was loaded.

To call up a diskette Directory you would press <CONTROL>, the number 0, 1, 2 or 3, depending on which diskette you would like to view, and then <RETURN>. We are going to look at the directory of the system diskette, so enter <CONTROL> 0. Your Status Line will display:

```
Directory # 0: _____ :X:L:S:C:N: _____ C= XX L= XX
```

As calling a Directory will ERASE any text that was previously displayed, you now have an option to cancel the function by pressing <CONTROL>. If the function is not cancelled, the Directory may be called by pressing <RETURN>. Pressing <RETURN> will cause the requested directory to be displayed horizontally across the screen. When a Directory is displayed, automatic "Directory Tabs" will be set. These Tabs allow you to easily "TAB" through the columns of the file names that are displayed in a Directory.

This will call up the Directory on the diskette residing in drive #0 (our System Diskette). Notice that the drive indicator light will activate momentarily when a Directory is called. The screen now displays:

```
Disk Drive # 0: WordPro 4 Plus
```

```
wordpro 4 plus   wordpro 4+ b/u   example letter   linked letter
linked letter 1   linked letter 2   demo             demo 1
help
```

```
Blocks Free = XXX
```

As you store more and more FILES on your diskettes it may sometimes be troublesome to keep track of what is stored on your diskette. With WordPro 4 Plus we have constructed your directories for easy output printing. To print out a directory (once called to the screen), press <CONTROL> Q (to enter the OUTPUT mode) then <RETURN>. This will print out your diskette Directory for easy reference.

example:           <CONTROL> Q <RETURN> (number 0)  
                  (calls directory, wait a moment)  
                  then <CONTROL> Q (letter o) <RETURN>

The above series of Commands will call the directory from Drive #0 to the screen, then print it out on the printer.

NOTE: When you call up a directory on the screen (in Main Memory), the directory erases the text that was previously displayed. If you have text in Main Memory and you wish to view a directory you must save your text on a diskette if you wish to use it again. Later in this User's Guide we will explain how to use the Extra Text area to view directories without disturbing the text in Main Memory. In addition, when calling up a directory, the error indicator light will activate momentarily; this is a normal operation.

Directories can also be "selective". After pressing <CONTROL> Q 1, 2 or 3 WordPro will allow you to "selectively" display similarly named files in the directory.

At this point if you press <RETURN>, the directory from the chosen disk drive will be displayed. However, if you would like to see a directory of similarly named files, you can specify which file names should be displayed. If you wanted to see a directory of all the files that start with similar letters, you would enter two or three characters, then an asterisk, then <RETURN>. Here is an example using our System Diskette:

Call a directory on drive #0 by pressing <CONTROL> Q <RETURN>. The directory should now be displayed on your screen. However, we can call a selective directory of all the files that start with "word" by pressing:

<CONTROL> Q word\* <RETURN>

WordPro 4 Plus will search disk drive #0 for file names that start with "word". Similarly, if you wanted to see a directory of all the files that start with the letters "link" you would enter:

<CONTROL> Q link\* <RETURN>

\* \* \* \* \*

LESSON 2INITIALIZING A DISKETTE AND RECALLING TEXT

Each time you insert a diskette into a disk drive during daily use, you need to inform WordPro 4 Plus that the diskette is there. This process is called "INITIALIZING".

Initializing a Diskette

Initializing enables the Disk Drive unit to accurately "read" the diskette name and id numbers stored on the diskette. Initializing also positions the "read/write head" for proper reading and writing/storing of the files on the diskette. To initialize a diskette, press the RUN/STOP key. The Status Line displays:

Initialize \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

Type the number of the disk drive (0 or 1) that contains the diskette. The Status Line displays:

Initialize Drive # N \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

After a few seconds, the diskette is now initialized and ready for use. Pressing the RUN/STOP key then the "2" key initializes both disk drives. The example below will initialize both diskettes.

example: <PRESS> RUN/STOP then <PRESS> 2

Recalling Text

Once text is memorized in a FILE and erased from the screen "memory", you must recall the FILE back into main memory to use or edit it again.

Hold down the SHIFT key and press the CLR/HOME key to enter the FILE Mode. The Status Line displays:

Recall, Memorize, or Insert \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

<PRESS> x to indicate Recall. The Status Line displays:

RECALL \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

Type the exact name of the file (or the first few characters and then an asterisk "\*\*") to be recalled and press the <RETURN> key. Ensure that you type the exact name of the file (as it was stored) in lower case. The file will be loaded from diskette and displayed on your screen. You can then edit or print the TEXT.

<TYPE> sample\* <RETURN>

Note: To recall from the Secondary drive, the DRIVE NUMBER and COLON : MUST be specified before the file name. For example:

RECALL 2:sample letter \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

EXERCISE 1:

Initializing A Diskette

Every time a diskette is inserted into a disk drive during daily use, that diskette must be initialized. The INITIALIZATION process aligns the disk drive read/write mechanism with a certain area of the diskette called the Directory area. Preparing a brand-new diskette for use the very first time (or erasing the data off a used diskette) is called NEWING a diskette. This NEWING function is usually performed once per diskette. The NEWING process prepares the diskette, in a certain format, to enable the diskette to store information. NEWING a diskette is not the same thing as INITIALIZING a diskette. When a diskette is NEWED for the very first time, the user specifies a diskette name and diskette ID number, i.e., (n1:practice,01). When a diskette is INITIALIZED for daily use the disk drive unit (not the computer) reads the diskette name and diskette ID number and remembers it. The disk drive then "knows" that a particular diskette is in a particular drive (drive zero or drive one).

Every time a diskette is inserted into a drive for daily use it must be INITIALIZED. As an example, if you removed your system diskette from drive zero (after loading WordPro 4 Plus) and replaced it with a diskette containing letters/documents you would have to INITIALIZE drive zero.

INITIALIZING AND RECALLING

In this exercise you will initialize the diskette that contains your sample text and recall the text into memory to use the editing exercises in this Section. If your equipment is turned off, turn it on and load WordPro 4 Plus. Repeat Exercises 1 and 2 in Section 2 if you are having trouble remembering the procedures.

Step 1: Insert (if necessary) the diskette with the "sample 1" TEXTFILE into Drive #1.

Step 2: Initialize the diskette by <PRESSING> the RUN/STOP key and then <PRESS> the number 1. Re-initializing a diskette is harmless.

Step 3: Recall the file "sample 1" from the diskette. Enter the FILE mode by pressing <SHIFT> CLR/HOME. The message "Recall, Memorize or Insert" should appear on the Status Line. Now <PRESS> 1 then <TYPE> sample 1 <RETURN>.

Your text will now be recalled and displayed on the screen. You will use this text in the editing exercises that follow. Notice that when you recall a file it erases (overwrites) existing text. In this case notice that the directory from our previous example was erased and replaced by your sample 1 document.

Notice that the green activity light lights up on a drive when it is being used.

### Recalling Directly From the Screen Directory

Call a diskette directory on drive #1:

Press <CONTROL> 1 (number 1) <RETURN>

Notice that calling a directory erases all previously displayed text. Also notice that when a Directory is displayed, automatic "Directory Tabs" will be set. These Tabs allow you to easily "TAB" across the columns of file names that are displayed in a Directory. When you have a directory up on the screen, you can automatically read the file name directly from the screen via the "Screen Read Function". This saves you the trouble of having to type the file name in manually. Bring your cursor straight down to the screen line containing the file name that you wish to load (in this case "sample 1"), "TAB" (if necessary) your cursor over to the column where the file name is located, then enter the File Mode and <PRESS> 1 for RECALL as usual. However, when WordPro 4 Plus asks you for a file name, instead of typing in "sample 1" just <PRESS> the BACKSLASH key. The file name will magically appear on your Status Line. Pressing <RETURN> will automatically load the specified file.

This "Read From The Screen" function is very useful and can be used to easily store/replace textfiles. If you always have your file name on your first line (as a comment line, i.e., @cm:filename) you can easily store/replace files by moving the cursor directly over the first character of the file name (on your comment line), entering File Mode, pressing "m" for Memorize, pressing the BACKSLASH key (this "reads the screen" and inserts the file name in the Status Line), and then <RETURN>.

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LESSON 3DELETING WORDS, SENTENCES AND LINES

The Delete function enables you to delete words and sentences from your text faster and more easily than using the INST/DEL key. To enter the Delete mode, <PRESS> <CONTROL> then <PRESS> d. The Status Line now displays:

Delete \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= XX L= XX

There are three options you can use with the Delete function, delete Words, delete Sentences, or delete Lines.

Deleting Words

To delete a word, position the cursor at the beginning of a word you want to delete in your sample paragraph and enter the DELETE Mode. Type "w" to indicate word. WordPro 4 Plus highlights the word and space after it to show you what will be deleted. Press the <RETURN> key to delete the word. Once in DELETE Mode, the "w" or "s" commands may be used repeatedly before pressing <RETURN>.

example: <CONTROL> d THEN w <RETURN>

To cancel the Delete Mode and return to the EDIT Mode, press the <CONTROL> key (rather than the <RETURN> key which executes a delete function).

Deleting Sentences

To delete a sentence, position the cursor on the first character of a sentence that you would like to delete. Enter the DELETE Mode, then Type "s" to indicate sentence. The sentence (comprised of all characters until a period/decimal is encountered) highlights on the screen. Press the <RETURN> key to delete the sentence.

example: <CONTROL> d THEN s <RETURN>.

Press the <CONTROL> key to cancel the DELETE function.

Practice a few other word or sentence deletions on your own.

### Deleting Lines

To delete an entire screen line of text (80 characters), rather than individual sentences, position the cursor anywhere on a line you want to delete. Press the <CONTROL> key then <PRESS> the INST/DEL key. WordPro 4 Plus deletes the line and those below scroll up to fill the gap. At this point, every time you press the INST/DEL key you will DELETE one line. Press the <CONTROL> key again to cancel the function.

example: <CONTROL> <PRESS> INST/DEL

This will erase the entire line on which the cursor rests.

(press <CONTROL> again to cancel)

You must exit the Control Mode to de-activate the Delete Mode.

NOTE: The Delete Lines function is a very handy way to delete large blocks of text. Once you are in CONTROL Mode, holding the INST/DEL Key down will cause the Delete Lines function to "repeat", resulting in continuous and very rapid deletion of individual lines of text.

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LESSON 4

INSERT MODE

Using WordPro 4 Plus, inserting characters, words, sentences, and lines into text is extremely easy.

Inserting Characters, Words, and Sentences

To insert characters, words, and sentences into text, use the INSERT Mode. Position the cursor in your sample paragraph where you want to insert text. Hold down the SHIFT key and PRESS the <CONTROL> key. The :I: on the Status Line highlights to indicate the Insert Mode. Type the text you want to insert. WordPro 4 Plus moves all the characters to the right of the cursor position as you type. Hold down the SHIFT key and press the <CONTROL> key again to exit from the Insert Mode and return to the Edit Mode.

Inserting Sentences

To insert sentences into text, use Insert Mode as explained in the steps below.

Step 1: Position the cursor where you would like to insert a sentence. Enter the INSERT mode by holding down the SHIFT key and the <CONTROL> key, then release both keys. The :I: on the Status Line lights up to indicate Insert Mode.

Step 2: <TYPE> the following sentence:

Not only does WordPro 4 Plus solve today's problems,  
but it can solve future problems as well.<RETURN>

Step 3: To Cancel INSERT Mode, hold down the SHIFT key and press the <CONTROL> key. Using the Insert Mode, you can insert words, and sentences between any two words, any two sentences, or between characters.

Inserting Lines

To insert blank lines between text, use the shifted INST/DEL key. Position the cursor at the beginning of a line in your sample paragraph where you want to insert. Press the <CONTROL> key. Hold down the SHIFT key and press the INST/DEL key twice. WordPro 4 Plus moves the lines of text down to make room for the two lines that you inserted. Notice you are still in Control Mode. Press <CONTROL> to exit.

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LESSON 5MOVING LINES OF TEXT

You can move lines of text from one place in a document to another with the TRANSFER function. The Transfer function moves the text by transferring it to a new position and deleting it from its original position. To practice transferring text, you will make the last paragraph on the sample page into the second paragraph, and then transfer it back to the end of the page.

Step 1: Before you can move lines of text, you must set the RANGE of lines to be moved. To set a RANGE, position the cursor anywhere on the first line to be transferred. Press <CONTROL> and then R (for RANGE). The Status Line displays:

Range \_\_\_\_\_:X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

Step 2: The line of text highlights. Highlight all of the lines of text you want to transfer by pressing the CRSR/DOWN key. If you highlight too many lines, use your CRSR/UP key to adjust.

Step 3: When you have completed setting the RANGE for transfer, i.e., all the text you want to Transfer is highlighted, press the <RETURN> key. The highlighting turns off, but you will notice that the lines put in Range have not changed.

Step 4: Position the cursor on any line where you want transferring of text to begin (remember, the lines to be transferred are INSERTed into the text above the cursor).

Step 5: To transfer these lines, press <CONTROL> and then T (for TRANSFER). The Status Line displays:

Transfer \_\_\_\_\_:X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

WordPro 4 Plus transfers the lines of text to the new position and deletes them from the original position.

- Step 6: Now move the paragraph back to the end of the page.
- .Move the cursor to the beginning of the text you want to transfer.
  - .Set the RANGE by pressing <CONTROL> r. Then use the CURSOR UP/DOWN keys to highlight the text, then press <RETURN>.
  - .Move the cursor to the line below where you want to move the text.
  - .Transfer the paragraph to its original position by <CONTROL> i.

Refer to Steps 1 through 5 if you have any trouble remembering the commands. Practice transferring any other text at your discretion.

#### Duplicating Lines of Text

You may duplicate lines of text with the Duplicate Lines function. This function is very similar to the Transfer Lines function as a pre-defined "Range" of lines must be set. To Duplicate a range of lines, follow the same procedure as you did to Transfer Lines, i.e.:

- .Move the cursor to the beginning of the text you want to duplicate.
- .Set the RANGE by pressing <CONTROL> r. Then use the CURSOR UP/DOWN keys to highlight the text, then press <RETURN>.
- .Move the cursor to the line below where you want to duplicate the text.
- .Duplicate the lines by <PRESSing> <CONTROL> l (the letter "l").

As this function is very handy, you should practice Duplicating Lines of Text a few times.

NOTE: When Duplicating Lines, note that the (newly) duplicated lines will overwrite any text in that area.

LESSON 6SEARCH AND REPLACE

WordPro 4 Plus can automatically replace up to 30 characters of text with new text when you use the Search and Replace function. The Search and Replace function can be used "Locally" or "Globally". Using this function locally will affect only the text that is currently in the Main Memory. Using this function globally will affect all "linked" files stored on the diskette. Global operations, via linked files, are discussed later in this User's Guide. A Search and Replace exercise will follow the explanation. A textstring is any text up to 30 characters used with any search and replace function.

To enter a "Search and Replace" string, bring your cursor to the top of your file, press <CONTROL> and then ␣ (at-sign). The Status Line displays:

Search \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

If any search textstring had been previously defined, it would now appear on the Status Line. If no search textstring had previously been defined, a number may appear as your search textstring. You could accept that search textstring by simply pressing <RETURN>. If you want to search for other text, just type it in, and the old search textstring will disappear. When you are finished, press <RETURN>. (Note: the Search Textstring can accommodate a maximum of 30 characters). The Status Line displays:

Replace \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

If any replacement textstring had been previously defined, it would now appear on the Status Line. You could accept that replacement textstring by simply hitting <RETURN>. If you want a different replacement textstring, just type it in, and the old replacement textstring will disappear. When you are finished, press <RETURN>. (Note: the Replacement Textstring can be as long as 30 characters). The Status Line displays:

Search and Replace \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

For now, we want to Search and Replace only in the MAIN Text area. To do this, press the letter "l" (for LOCAL). The Status Line displays:

Search and Replace (LOC) \_\_\_\_\_ :X:I:S:C:N: \_\_\_\_\_ C= xx L= xx

The WordPro 4 Plus memory searches the text for occurrences of the Search Textstring and replaces them with the Replace Textstring.

The "?" character has been programmed as a "wild card" character and will match any character.

Follow the steps below to change all of the occurrences of "WordPro 4 Plus" in the sample page to "Word Pro IV". Recall the Sample Page if necessary.

**Step 1:** Press <CONTROL> and then <PRESS> @ (at-sign). The Status Line displays:

Search : [previous search string]

**Step 2:** <TYPE> WordPro 4 Plus <RETURN>. The Status Line changes to:

Replace: [previous replace string]

**Step 3:** <TYPE> Word Pro IV <RETURN>. The Status Line now displays:

Search and Replace :X:I:S:C:N: C= xx L= xx

**Step 4:** Press the letter "l", which stands for LOCAL. At this point you will see that WordPro 4 Plus is "searching" for all the occurrences of "WordPro 4 Plus" and replacing them with "Word Pro IV".

**Step 5:** Because you carried out a "LOCAL" function, the change has been made only in Main Text and does not affect the Textfile stored on diskette. To retain the correction it would be necessary to re-memorize the file onto the disk. Read the next lesson and then follow the exercise to re-memorize the file.

Note: The Search and Replace function searches for the exact characters that you specify in the "Search and Replace" textstring. If you want to locate all of the words "the" and replace them with the characters "xxx" you would enter space "the" space as the search string. This would locate all of the words "the" preceded by a space and ending with a space. If you entered just "the" as your search string this function would also replace the letters "the" in the words "their", "them", "these", etc.

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LESSON 7UPDATING TEXT FILES

Whenever you make changes to a file, you must re-memorize the text to save the updated text. This is usually referred to as "updating" or "replacing" a Textfile. This is the same procedure that is explained in Lesson 6, Section 3 (Memorizing). Review this Lesson if necessary. However, if you are entering a file name that already exists, WordPro 4 Plus will ask if you wish to REPLACE it with the UPDATED file of the same name. This is because WordPro 4 Plus will not allow two Textfiles on the same diskette to have the same name.

```
REPLACE? N:[file name] _____ :X:I:S:C:N: _____ C= xx L= xx
```

You will note that the word "REPLACE?" is highlighted to draw your attention should you be unaware of the textfile name duplication. To Replace the file on the diskette with the updated text in memory, press the <RETURN> key. If you do not want to replace the file on the diskette, press the <CONTROL> key to abort. The Replace option enables you to easily update documents without renaming them.

Once you have pressed <RETURN> to tell WordPro 4 Plus to replace your file, the Status Line will change to:

```
REPLACE N:[file name] _____ :X:I:S:C:N: _____ C= xx L= xx
```

The word "REPLACE" will NOT be highlighted, and the "?" has now disappeared. As with the Memorize function, once the operation is complete the Status Line will show:

```
Stored - N:[file name] _____ :X:I:S:C:N: _____ C= xx L= xx
```

Replacing Files

To save the changes you made (still on your screen) during the previous exercise, replace the Textfile named "sample 1" on the same diskette. Follow the steps below:

Step 1: Enter the File Mode by pressing <SHIFT> CLR/HOME.

Then <PRESS> m (for MEMORIZE) and the number 1.

Then <TYPE> sample 1 <RETURN>.

Step 2: Your Status Line displays:

```
REPLACE? 1:sample 1          :X:I:S:C:N:          C= xx  L= xx
```

indicating that there is already a file by that name on your diskette.

Step 3: You do want to Replace the old sample 1 file with the new sample 1 file, so press <RETURN>. WordPro 4 Plus replaces the sample 1 file on the diskette with your updated text.

Step 4: We will now replace the file again (as if we had just finished updating it) using the "Screen Read" function. The first line of your sample letter is an imbedded format line that contains the file name "sample 1" as an imbedded comment. Move the cursor directly over the letter "s" in the file name, enter the file mode by pressing <SHIFT> CLR/HOME then press m "for memorize", then the number 1. Now, instead of typing in the file name, just press the BACKSLASH key to "read" the file name directly from your comment line. Then press <RETURN>. After the word REPLACE? appears, press <RETURN> again to REPLACE your file.

Notice how easy it is to REPLACE files using the "Screen Read" function via use of the BACKSLASH Key. As REPLACING files is an everyday event, take a moment to review Step 4.

To prepare for the next lesson, clear your screen by pressing <CONTROL> a then a.

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