
MultiMate

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IMPORTANT SOFTWARE DISKETTE INFORMATION

For your own protection, do not use this product until you have made a backup copy of your software diskette(s). The backup procedure is described in the user's guide for your computer.

Please read the **DISKID** file on your new software diskette. **DISKID** contains important information including:

- ▶ The part number of the diskette assembly.
- ▶ The software library disk number (for internal use only).
- ▶ The product name and version number.
- ▶ The date of the **DISKID** file.
- ▶ A list of files on the diskette, with version number, date, and description for each one.
- ▶ Configuration information (when applicable).
- ▶ Notes giving special instructions for using the product.
- ▶ Information not contained in the current manual, including updates, any known bugs, additions, and deletions.

To read the **DISKID** file onscreen, follow these steps:

1. Load the operating system.
2. Remove your system diskette and insert your new software diskette.
3. Enter—

TYPE DISKID

and press the Return key.

4. The contents of the **DISKID** file is displayed on the screen. If the file is large (more than 24 lines), the screen display will scroll. Type ALT-S to freeze the screen display; type ALT-S again to continue scrolling.



PLEASE READ THIS BEFORE USING MULTIMATE

MULTIMATE VERSION 3.11

September 1983

Recent enhancements to MultiMate have necessitated some minor alterations to the MultiMate User Manual. These were done to ensure that you receive the highest quality, most powerful word processing system that we can prepare. Please notice the following when using your MultiMate system and User Manual:

1. Recent revisions to the Edit Printer Action Table (EDITPAT) have resulted in a page count expansion for this function. EDITPAT is now explained in pages 4-25, 4-26, 4-26-a, and 4-26-b.
2. Pages 4-18-a and 4-18-b have been added to the "Other Utilities" section. These pages contain two new functions, Edit System Defaults and Edit Document Defaults.
3. The above revisions are not documented in the Table of Contents or the Index of your MultiMate User Manual.

SoftWord Systems, Inc. 52 Oakland Avenue, North East Hartford, CT 06108

PREFACE

GETTING ACQUAINTED WITH THIS MANUAL

This manual is designed to help make it both easy and enjoyable for those of different backgrounds, levels of computer or word processing experience, and knowledge to use the MultiMate Word Processing system. Each of the sections in the manual has been written in a way that should be readily understandable to the beginner as well as to the more experienced user. Many illustrations, examples, and samples of screens are provided throughout the manual as visual guides to how functions are used in the system.

You will find it very helpful to spend some time reading through this manual and become familiar with how it is set up and with each of its sections before you begin using the system. The manual is divided into the following eight major sections:

1. INTRODUCTION

This section gives an overview of word processing and presents information to help acquaint you with the MultiMate Word Processing system.

2. GETTING STARTED

This section contains instructions for procedures you must follow before you can begin using the system.

3. TRAINING LESSONS

TRAINING LESSON I has evolved from the feedback SoftWord Systems, Inc. has received from various users who preferred to learn the MultiMate Word Processing system in a format other than a step-by-step approach. This section contains document samples which will also be useful when creating or editing a document of your own.

TRAINING LESSON II is a step-by-step approach to help you become familiar with the basics of MultiMate Word Processing. Explanations follow each step so that you can have a full understanding of how the system works.

TRAINING LESSON III shows you how to create a multi-page document using additional functions not previously covered. You will also print a document in the lesson.

TRAINING LESSON IV describes the system's more advanced functions including Merge and Library.

4. UTILITIES

This section offers an indepth description of each utility and its uses. Information and illustrations are given for the utilities accessible from the MultiMate Main Menu, and those that are Stand-Alone (accessible from the Disk Operating System). These two groups of utilities are each presented in alphabetical order.

5. REFERENCE

Like the UTILITIES section, this section is also set up in alphabetical order so that you can easily locate any function, process, or command. This section shows you step-by-step how to perform each procedure. Because each procedure is described individually, some of the advanced functions and others that build upon one another may first require set-up functions. For example, if you are going to use the Auto Page Numbering function, you will first want to know about Header and/or Footer Set Up, since these functions are used together.

6. APPENDICES

APPENDIX A contains the procedures for keyboard modification. **APPENDIX B** explains how you can track down the source of a problem you may be having with your word processing system.

7. GLOSSARY

Selected terms and concepts are defined in this section to help you in your understanding of word processing and the MultiMate system.

8. INDEX

This section will help you locate any information in the MultiMate Word Processing User Manual.

SoftWord Systems, Inc. is very interested in your comments on this manual and our word processing system. We value your suggestions for improvements we can make. With this in mind, we have used a broad base of user reactions to determine which features of the system receive priority. We hope that you, too, will feel free to respond to this manual and to the MultiMate Word Processor by filling out the MultiMate Comment Form in Appendix B.

INTRODUCTION

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INTRODUCTION

WELCOME TO THE WORLD OF MULTIMATE PROFESSIONAL WORD PROCESSING 1.1

If you are new to word processing, you are about to experience an ease and flexibility in creating, editing, and storing documents that is not possible with conventional electric or electronic typewriters.

If you are already experienced with computers or dedicated word processing systems, you will quickly find that MultiMate and the Victor 9000 give you all the features of a stand-alone system plus all the advantages of your own personal computer.

Your MultiMate Professional Word Processing system can be used for virtually anything you type — memos, reports, routine correspondence, form letters, business proposals, lengthy documents, specifications, reviews, and manuscripts. You will find your word processor to be equally useful and flexible in keeping files that are continually changing, such as mailing lists, business applications and general record-keeping, up to date.

How you use your MultiMate Word Processor will largely depend on your personal and professional requirements. You will be able to “key in” a document once and then change it any way you wish with a few simple keystrokes. The text will automatically be adjusted, and you will be able to print final perfect originals. You will never have the aggravation of retyping a page or an entire document because of revisions.

With your MultiMate Word Processor, you can now print high-quality documents with a minimum amount of effort and yet with maximum speed and flexibility.

If you have any questions or comments about the MultiMate Word Processing system, please contact SoftWord Systems, Inc., 52 Oakland Avenue, North, East Hartford, CT 06108; or phone 1-800-435-7774.

1.2 ABOUT MULTIMATE

The MultiMate Word Processor is a microcomputer-based word processing system with the features and power of a dedicated, stand-alone word processor. This means that to operate the MultiMate Word Processor you need a microcomputer, such as the Victor 9000. MultiMate's design allows the system to do everything a stand-alone system can do, yet it offers you the advantage of teaming word processing with all the capabilities of a microcomputer.

This version has been created exclusively for the Victor 9000. Its advanced design includes features such as:

- ▶ Full utilization of the Victor 9000's screen and hardware capabilities.
- ▶ Fast full-screen response equal to that of large systems.
- ▶ A comprehensive on-line Help facility.
- ▶ Minimal training time.
- ▶ User friendliness.

1.3 WORD PROCESSING CONCEPTS

Sometimes first-time users of word processors are hesitant to use the equipment because it involves the use of a computer. They are afraid that if they press the wrong key, the computer will "blow up," or that they will damage it. This is not so. If you press an incorrect key, the computer will either tell you with a printed message on its screen that you have pressed an invalid key or it will "beep" at you. At the very worst, you might lose a page in your document. (To avoid losing information, you always make back-up copies of your document diskettes; see page 2-21.)

As you become more familiar with your MultiMate Word Processing system and begin to understand the concepts of word processing, you will lose any initial hesitations you had about using the equipment. To help get you started, the following are descriptions of some of the more basic concepts that apply to MultiMate.

TERMINOLOGY

1.3.1

1

The terms “document,” “data,” “file,” and “storage” (or a combination of these terms) are used interchangeably throughout this manual. These terms are used most often in reference to diskettes, e.g., document storage diskette — the diskette containing the information you will use. This usage is in contrast to the program or “System” diskette — the supplied diskette containing the Multi-Mate Word Processing system.

STATUS LINE

1.3.2

The Status Line is the first line on every screen in a document. It displays the name, page number, line number, and column number of the document you are working on. The Status Line displays the prompts in the upper right-hand corner of the screen when you use a special function such as: Move, Copy, Delete, etc. The information that the Status Line provides is also useful when you are setting tabs and line length in the Format Line. Its location on every screen enables you to check the column position in a line, the line number of a page, and the page number of a document at any time.

FORMAT LINE

1.3.3

The Format Line is another useful aid that the system offers. Every page contains at least one Format Line. The Format Line indicates line length, line spacing, and tab settings. The line length can contain up to 156 characters. The amount of text actually seen on the screen is only 80 characters (columns) wide. For lines wider than 80 characters, the system will automatically scroll your document from left to right, a character at a time.

1.3.4 MARGINS VS. LINE LENGTH

On a typewriter, the term "margin" refers to specific positions or column numbers that you set with the left and right margin stops. For example, if you are typing a letter on 8½" x 11" paper on an elite or 12-pitch typewriter, you might set a left margin of 12 and a right margin of 90. Since a 12-pitch typewriter would allow you to type 102 characters (12 x 8½) across the 8½" width of your paper with no margins, setting these margins means that you will be able to type only 78 characters and have left and right margins of 12.

In word processing, you do not set margins as you would with a typewriter. Instead, you establish a line length. The line length is set or determined in the Format Line, which is the second line that appears on your screen. If, with your word processor, you are using an 8½" x 11" piece of paper and typing with a 12-pitch element and wish your line length to be 78 characters, you simply set your Format Line to 78 characters (or column numbers). When it comes time to print your document, you type on the Print Current Document Utility screen where you would like your left margin to be located. The system then automatically calculates where the right margin is to be located.

1.3.5 PAGE FORMAT

Although the system is a document editor, it presents the document as a series of pages. This page orientation is one of the reasons our system is easy to use. The format of the page as displayed on the screen accurately reflects the image of the page as it will appear when printed (except when Right Justification is requested during printing.) Pages can be initially entered in any length up to 150 lines. Several functions such as Page Break, Page Combine, and Repaginate are available to reorganize your document before printing. The combining or breaking of pages can be accomplished with a single keystroke. When pages are combined or broken, the Status Line on the screen is updated to reflect the new sequence of pages. Extensive prompts keep you informed about your page location within the document.

PAGE LENGTH AND NUMBER OF PAGES TO A DISKETTE

1.3.6

The MultiMate Word Processing system presents your document as a series of pages, making the system especially easy to use. Pages can be initially entered in any length up to 150 lines. Keeping this maximum line length in mind, you may begin or end a page wherever you wish. When you reach line 55 of your document, the computer will alert you with a “Beep” sound (and flash the line number in reverse video) indicating that you are approaching the end of the page. This is a good place to insert a Page Break (function key F2) if you are using standard 8½” x 11” paper. [The system default page length is set at line 55, but you may modify this variable using the Page Length key combination (Alt and F2) to set the number of lines you want the pages of your document to have.]

The following chart will give you an estimate of the number of pages you can store on a diskette, assuming a standard page length of approximately 55 lines of text containing 2500 characters:

	<u>APPROX. NUMBER OF PAGES</u>	<u>DISK STORAGE CAPACITY</u>
Single-sided Diskette	256	640K bytes
Double-sided Diskette	512	1.28M bytes

SCREEN LOAD OF TEXT VS. PAGE OF TEXT

1.3.7

When you first look at the screen (monitor) of a computer, you might easily assume that what you see on the screen is equivalent to one page of typed text. Although this can be true, more often than not, it is false. The following examples will give you an idea of how typed pages correspond to screen loads of information:

<u>PAPER LENGTH</u>	<u>LINE SPACING</u>	<u>LINES PER PAGE</u>	<u>LINES OF TEXT WITH TOP & BOTTOM MARGIN</u>	<u>SCREENS PER PAGE</u>
8½ x 11	single (1)	66 total	approx. 50-55	approx. 2½
8½ x 11	double (2)	33 total	approx. 25-30	approx. 1½
8½ x 14	single (1)	84 total	approx. 69-74	approx. 3½
8½ x 14	double (2)	42 total	approx. 34-37	approx. 2

In other words, there are 22-23 lines of text per screen load. Remember that you may end a page or begin a new page whenever or wherever you wish. For example, if you started a document on the first line of page 1 and proceeded to type twenty lines of text (single-spaced) then wanted to end that page, you would press the Page Break Function key (F2). So now your first page would have twenty lines of text and be contained on one screen. At this point, after performing the Page Break function, the cursor would be positioned in Column No. 1, Line 1, on Page 2.

1.3.8 MENU DRIVEN

In addition to being function key oriented, this system also embraces the concept of task selection by menu. Although menu-driven, the system is not menu-cumbersome. For example, when you are editing a document, you can bypass the Main Menu selection process by using the alternate functions associated with the calculator keys located on the right-hand side of the keyboard. These functions correspond to the numeric menu selections available from the Main Menu. For example, if you want to print the page you are currently editing, simply depress the Alternate key and the "3" key simultaneously. You do not have to return to the Main Menu. The result is the same as having selected the Print Current Document Utility task—Item 3—from the Main Menu. All other Main Menu tasks are accessible in the same manner when you are editing a document.

The cursor is the block-style position indicator locating where the next character you type will appear. If you are unfamiliar with word processing or computers, you may find it difficult watching the cursor scroll (move horizontally or vertically), or anticipating its next location, when you are using the four Cursor Positioning Arrows and the various Cursor Positioning Keys.

VERTICAL SCROLLING

When in the column 1 position (or left-most position of the screen), the cursor will follow the left-most character. If there are tabs and indents in the text, however, the cursor may appear as if it is jumping around. If the cursor is in the right-most text position—the cursor will follow the right-most character, though it may appear as if it is not following any logical pattern. For example, when in the text you begin to scroll vertically from the 60 column position, the cursor will maintain this position as long as there is text in this column. Otherwise, the cursor will follow the Returns or the next longest line.

HORIZONTAL SCROLLING

The cursor will scroll character by character following the text as it moves, wrapping line by line. Please note: the cursor cannot be positioned into a blank screen area using any of the Cursor Positioning Arrows or cursor positioning keys. You must insert spaces using the Space Bar, or use the Tab and Indent keys to position the cursor into blank screen area.

The best way to become familiar with positioning and locating the cursor is to experiment. Practice moving the cursor about the screen using all the Cursor Positioning Keys.

The following is a list of the Cursor Positioning Keys and their corresponding key combinations. In the list, key names preceded by the letter “C” refer to the calculator keys (on the far right of the keyboard). For example, C “x” refers to the calculator multiply key. [To perform Cursor Positioning func-

1

tions that use the Alternate key (Alt), hold down the Alt key and press the key listed with the Alt key. For example, to perform the End (of Screen) function, while holding down the Alternate key (Alt), press the CLR/HOME key.]

<u>FUNCTION</u>	<u>KEY(S)</u>	<u>FUNCTION</u>	<u>KEY(S)</u>
Up Cursor	↑	Down Cursor	↓
Right Cursor	→	Left Cursor	←
End (of Screen)	Alt and CLR/HOME	End of Page	Alt and C “%”
Go To Page Number	F1	Go to Place Mark	Alt and G
Next Word	WORD→	Next Page	Alt and C “x”
Page Up	Shift and ↑SCRL↓	Page Down	↑SCRL↓
Previous Page	Alt and C “÷”	Previous Word	WORD←
Set Place Mark	Alt and F1	Search	F6
Home	CLR/HOME	Top of Page	Alt and MODE/CALC

1.3.10 CURSOR POSITIONING CONTROL

This system gives you an extensive set of cursor positioning capabilities that allow you complete control over which portion of a document appears on the screen. Complete cursor movement throughout the entire document can be accomplished with one or two keystrokes. For example, you can move from one page to any other page by using the “Go To” function key. The system will prompt you for the page number and transfer you to the requested page after you key in the desired page number and press the Return key.

1.3.11 WORD WRAP

If you are familiar with how a typewriter works, you know that when you reach the end of a line you must press the Return key to return to the left margin. In word processing, however, the system automatically returns you to the left margin without any break in your typing to push the Return key. This concept is called “word wrapping.” With word wrapping, you set the length of the line

you wish to type and then keep typing. When you reach the end of that line length, the system automatically returns you to the next line. A Return is entered at the end of a paragraph or at the end of any line shorter than the right margin. You will be better able to understand this concept by seeing it happen on the screen in any of the Training Lessons.

FUNCTION KEY ORIENTED

1.3.12

When you are working on a document, it is not necessary to remember a complex series of keystrokes to accomplish common editing functions such as insertion, deletion or reorganization of text. With MultiMate, virtually all of the traditional word processing capabilities are single-function, key-driven operations. Most require only one or two keystrokes. Keys are labeled for each specific function for easy identification.

KEY TABS

1.3.13

See-through color-coded, adhesive labels are provided for quick and easy identification of the function keys. Both an on-line Help facility and a Keyboard Layout chart are provided for use when you are working on an unmarked keyboard.

HIGHLIGHTING

1.3.14

Highlighting is used to identify text that is being affected by an editing function such as Move, Copy, External Copy, Insert, and Delete. The affected text appears brighter than surrounding text on the screen. Highlighting of selected text is accomplished with cursor movement controls including: Word, Line, Sentence, Paragraph, End of Page, Next Page, End, PgDn, Right and Down Cursor Positioning Arrows. You may also use any alphanumeric or symbol keys (such as Return, Tab, Indent, etc.) to indicate where highlighted text is to end. This process does not require complicated mode changes (character, word, paragraph, blocks, etc.).

1.3.15 TAB VS. INDENT

Many people use the terms Tab and Indent interchangeably. In word processing these terms refer to two completely separate functions. Tab refers to beginning the first sentence of a paragraph five spaces in from the left margin with the second line returning to the left margin. Indent refers to beginning ALL of the lines in that paragraph five spaces in from the left margin. The following examples illustrate how each function would appear in a document (notice there are no Returns until the paragraph is completed):

TAB:

```
    >>Now is the time for all good men and women to come to the  
aid of their country. It's a good thing!<<
```

INDENT:

```
    - Now is the time for all good men and women to come to the  
      aid of their country. It's a good thing!<<
```

- >> a tab symbol
- an indent symbol
- << a return symbol

For more information on Tab and Indent, see pages 5-123 and 5-62 of the Reference section.

1.4 ADVANCED CONCEPTS

The following concepts and their explanations should help you more fully understand the MultiMate Word Processing system. Some of the concepts may seem a bit advanced at first, but they will become clearer as you progress through the manual and become better acquainted with the system.

As another example of the system's ease of use, pages are saved (written on a document diskette) automatically without requiring an operator command. Individual pages are held in the memory of the personal computer while being edited. Whenever you move to another page, select a Main Menu function using the Alternate key and calculator 1 to 9 keys, or depress the Save/Exit (F10), the page you have been working with is automatically written to the document diskette.

DEFAULT VALUE AND DEFAULT DRIVE 1.4.2

Default Values are those values the computer system uses when no other value is selected by the operator. As an example, unless you previously specify the line spacing, the system will assume single line spacing—and this will be the default for all your documents. However, many default values may be modified, as MultiMate includes a variety of options to suit your needs.

In the Other Utilities menu ("7" from the MultiMate Main Menu, see also page 4-16 of the Utilities section in the manual) you have the ability to (Item "1") Edit System Format Line. This utility allows you to change the System Format Line variables, such as line spacing, right margin and tab settings, to the default you use most often. For example, if you want the system to assume double line spacing you can modify this variable in the Edit System Format Line utility. Whatever you enter in this screen will be used every time you create a document.

Defaults may also be modified in the Printer Control Utilities ("4" in the MultiMate Main Menu, see also page 4-17 of the Utilities section). Item "2" in this menu, Edit Printer Defaults, allows you to change the Printer Control Defaults to those you use most of the time. Whatever you enter in this screen will be saved and used every time you go to print a document.

1

The Default Drive is the drive you are currently using; this is sometimes referred to as the “logged drive.” The default drive is indicated in the DOS command prompt: **A>**. The letter that precedes the > is the default drive—in this example the default is the A drive. The MultiMate Word Processing system and manual are set up so that the system assumes the following defaults:

System drive: A (The drive containing system programs.)

Document drive: B (The drive containing documents.)

Library drive: B (The drive containing Library Documents.)

You, of course, may change these default drive designations to meet your individual requirements. Whatever drive designations you enter will be saved and used each time the drive is specified. (Refer to the Other Utilities menu—“7” in the Multimate Main Menu. See also Utilities section, page 4-15, of the manual. Item “2” in this menu, Edit Drive Defaults, allows you to set the defaults for disk drives, on page 4-22.)

1.4.3 THE PRINT QUEUE

A Queue is similar to a waiting line. You line up your documents to be printed on the Print Queue. The documents on the queue will be printed on a “first in,” “first out” basis. A maximum number of 30 documents may be lined up on the print queue. The documents will be printed in the order they are submitted unless you Move a Document to the Top of the Queue (Item “4” in the Printer Queue Control), or Remove a Document from the Spool Queue (Item “1” in the Printer Queue Control).

GETTING STARTED

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GETTING STARTED

INVENTORY FOR GETTING STARTED 2.1

Before you begin using your MultiMate Word Processing system, make sure that you have everything on hand that you will need. Some of the items you will need are supplied by SoftWord Systems, Inc., and others are supplied by you.

Here's a breakdown of what you will need:

FROM SOFTWORD SYSTEMS, INC.:

1. MultiMate Word Processing User Manual.
2. One MultiMate Word Processing System diskette (located in the plastic pocket on the inside front cover of the manual).
3. Keyboard Modification Instructions located in Appendix A of the manual.
4. Keyboard Modification Tab Sheet. These are pre-cut, gummed key tabs that are also located in Appendix A.

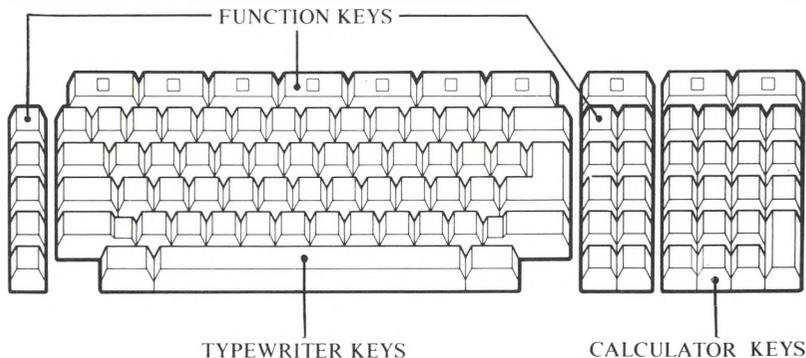
ADDITIONALLY, YOU WILL NEED TO SUPPLY:

1. MS-DOS operating system—Version 1.0, 1.1, 1.25, or 2.0.
2. Blank data storage diskettes.
3. VICTOR Programming keyboard.
4. 256K bytes memory is required to run the MultiMate Word Processor.

2.2 KEYBOARD INFORMATION

A FEW THINGS TO TAKE NOTE OF BEFORE BEGINNING:

Keyboard Number Designations



The VICTOR Programming Keyboard contains five main groups of keys:

- ▶ three groups of FUNCTION keys,
- ▶ one group of TYPEWRITER keys, and
- ▶ one group of CALCULATOR keys.

The MultiMate Word Processing system uses all five key groups to perform its various functions and commands.

Here's how the number keys in each group will be referred to in this manual:

- ▶ When referring to the numeric FUNCTION keys, the number will be preceded by the letter "F." For example: (F3); (Shift and F3); and (Alt and F3).

- ▶ When referring to the numeric TYPEWRITER keys, there will be no preceding letter designation, as shown: (Shift and 3).
- ▶ When referring to the numeric CALCULATOR keys, the number will be preceded by the letter “C,” as illustrated here: (Alt and C3).

The Key Combinations follow on this page, and the Keyboard Layout is presented on page 2-7 . The Special Screen Symbols, as seen on the screen and throughout this manual, are listed on page 2-8 .

To enhance your use of the MultiMate Word Processing system with your VICTOR equipment, it is recommended that you apply the pre-cut, gummed key tabs on specified keys of your keyboard. The instructions for modifying your keyboard (placing the key tabs on the keys) can be found on page 6-1 of Appendix A.

MULTIMATE KEY COMBINATIONS 2.3

FOR THE VICTOR 9000

<u>FUNCTION</u>	<u>KEY(S)</u>
Auto Page Numbering	Shift and 3
Auto Underline	OFF/UNDL/ON
Back Tab	Alt and TAB
Center	F3
Column Calculations—Horiz. Add.	Alt and W
Column Calculations—Vert. Add.	Alt and V
Column Manipulation—Copy	Shift and F3; then F8
Column Manipulation—Delete	Shift and F3; then DEL
Column Manipulation—Insert	Shift and F3; then INS
Column Manipulation—Move	Shift and F3; then F7
Copy	F8
Create New Document	Alt and C2
Decimal Tab	Shift and F4
Delete	DEL

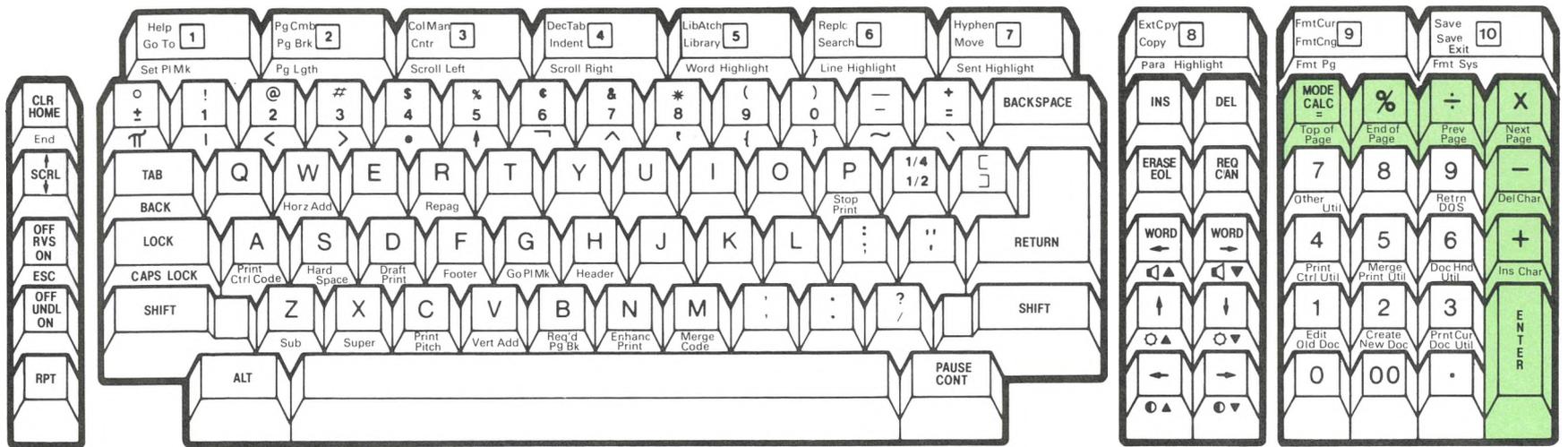
<u>FUNCTION</u>	<u>KEY(S)</u>
Delete Character	C “ ”
Document Handling Utilities	Alt and C6
Draft Print	Alt and D
Edit Old Document	Alt and C1
End	Alt and CLR/HOME
End of Page	Alt and C “%”
Enhanced Print	Alt and N
Escape	OFF/RVS/ON
External Copy	Shift and F8
Footer	Alt and F
Format-Change	F9
Format-Current	Shift and F9
Format-Delete	DEL; F9; DEL
Format-Page	Alt and F9
Format-System	Alt and F10
Go To Page Number	F1
Go To Place Mark	Alt and G
Hard Space	Alt and S
Header	Alt and H
Help	Shift and F1
Home	CLR/ HOME
Hyphen (Soft)	Shift and F7
Indent	F4
Insert	INS
Insert Character	C “+”
Library Attachment	Shift and F5
Library Entry	F5
Line Highlighting	Alt and F6
Merge Code	Alt and M
Merge Print Utility	Alt and C5
Move	F7
Next Page	Alt and C “x”
Next Word	WORD →
Other Utilities	Alt and C7

<u>FUNCTION</u>	<u>KEY(S)</u>
Page Break	F2
Page Combine	Shift and F2
Page Down	↓SCRL↓
Page Length	Alt and F2
Page Up	Shift and ↑SCRL↑
Paragraph Highlighting	Alt and F8
Previous Page	Alt and C "←"
Previous Word	WORD ←
Print Current Document Utility	Alt and C3
Print Pitch	Alt and C
Printer Control Code	Alt and A
Printer Control Utilities	Alt and C4
Repaginate	Alt and R
Replace	Shift and F6
Required Cancel	REQ/CAN
Required Page Break	Alt and B
Return	RETURN
Return to DOS	Alt and C9
Save	Shift and F10
Save/Exit	F10
Scroll Cursor Left	Alt and F3
Scroll Cursor Right	Alt and F4
Search	F6
Sentence Highlighting	Alt and F7
Set Place Mark	Alt and F1
Stop Print	Alt and P
Subscript	Alt and Z
Superscript	Alt and X
Tab	TAB
Top of Page	Alt and MODE/CALC
Underline	Shift and Hyphen/Underline key
Word Highlighting	Alt and F5

C

O

C



The following is a list of Special Screen Symbols used to indicate keys, commands, and functions. You will see these symbols throughout this manual, and they will appear on the screen when you press the corresponding keys, commands, or functions:

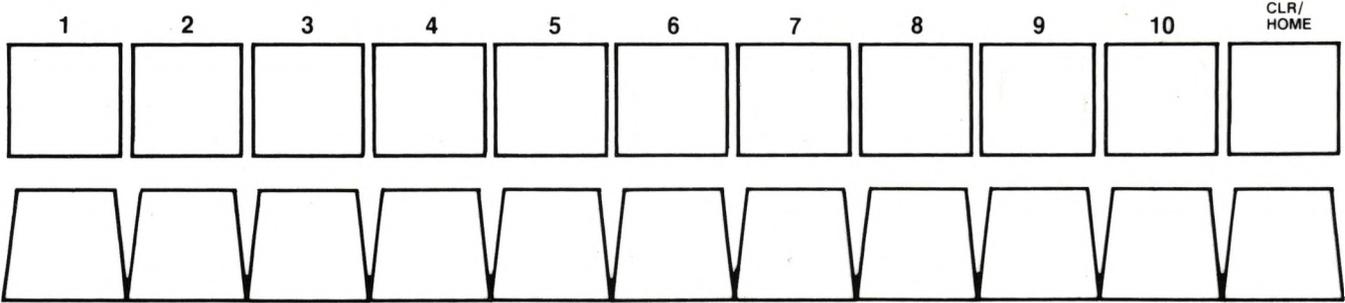
2.5 SPECIAL SCREEN SYMBOLS

Center	↔
Decimal Tab	■
Draft Print	δ
Enhanced Print	∩
Footer	f
Hard Space	ø
Header	H
Indent	→
Merge Code	†
Printer Control Code	μ
Print Pitch	⌘
Required Page Break	±
Return	«
Soft Hyphen	≡
Stop Print	∅
Subscript	↓
Superscript	↑
Tab	»

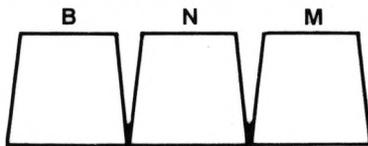
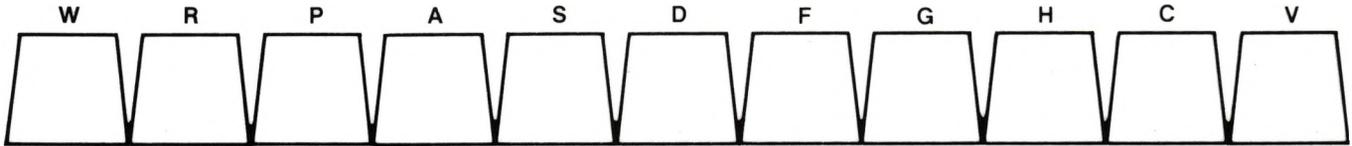
2.6 HANDLING AND STORAGE OF YOUR DISKETTES

Your diskettes are very sensitive and should be handled with care. The magnetically coated recording surface of the diskette is visible through the oval holes in the permanent, black plastic diskette jacket. You should NEVER touch any part of the exposed recording surface as it may render your diskette inoperable. Instead, always handle the diskette by the edge where the label is located.

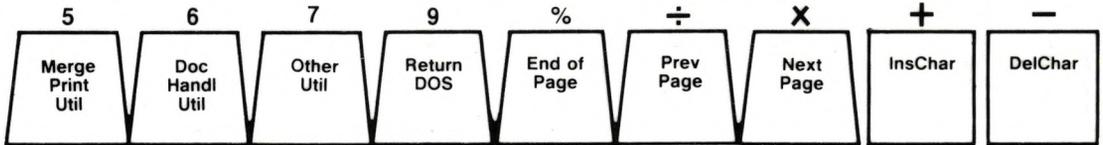
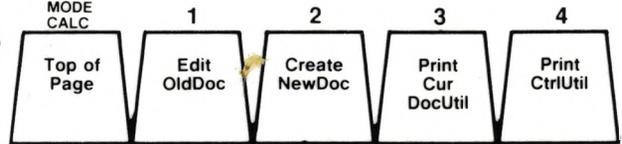
FUNCTION KEYS



TYPEWRITER KEYS



CALCULATOR KEYS



Top Tabs

Front Tabs

For Instructions on how to apply, see Keyboard Modification Instructions on page A-1 in Appendix A.

9. Press the Space Bar to begin the formatting procedure.
10. The screen will display this message when the formatting procedure is complete:

Format Floppy drive B complete.
Format FLOPPY drive? (A or B; press return to end.)

2

11. Press the Return key to end the formatting process.

The supplied MultiMate Word Processing diskette has been prepared without an operating system. The following instructions will enable you to copy the Disk Operating System (DOS) and the MultiMate Word Processing system onto your newly formatted diskette, creating an executable word processing diskette.

(For further information, please refer to your "VICTOR Operator Reference Guide.")

B. COPY the Disk Operating System (DOS) onto your diskette:

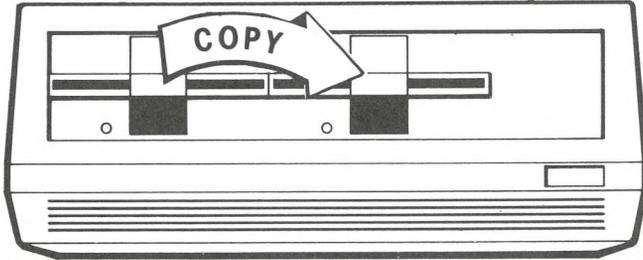
1. Place your Disk Operating System (DOS) diskette into the A (left) drive.
2. Place your newly formatted diskette into the B (right) drive.
3. After the **A>**, type in the following exactly as shown:

SYSCOPY A: B:

4. Press the Return key. The Disk Operating System (DOS) from the diskette in Drive A will be copied onto the diskette in Drive B.
5. The DOS prompt, **A>**, should now be displayed on the screen.
6. After the **A>**, type in the following exactly as shown:

copy A:modcon.exe B:

7. Press the Return key. The MODCON file will be copied onto the diskette in Drive B. MODCON installs a "filter" allowing the VICTOR keyboard to interface with the MultiMate Word Processing system.
8. The DOS prompt, **A>**, should now be displayed on the screen.



C. COPY the MultiMate Word Processing system onto your diskette:

1. Remove the DOS diskette from Drive A and insert the supplied diskette labeled "System" into the A (left) drive.
2. Be sure your newly formatted diskette with DOS remains in the B (right) drive.
3. After the **A>**, type in the following exactly as shown:
copy A:*.* B:
4. Press the Return key. The MultiMate Word Processing system from the diskette in Drive A will be copied onto the diskette in Drive B.
5. The DOS prompt, **A>**, should now be displayed on the screen, and you may remove both diskettes.

You now have a self-booting word processing "System" diskette.

FOR THOSE WITH HARD DISK

2.8.3

To install MultiMate Word Processing on the hard disk follow these procedures:

First, copy the Disk Operating System (DOS) to the hard disk, if it is not already installed. (Refer to your "VICTOR Operator Reference Guide" on how to install the operating system to hard disk.)

Second, copy the entire contents of the enclosed MultiMate "System" diskette onto the hard disk:

Type: **copy X:*.* A:** (**X** is the floppy disk. In place of the **X**, you will specify whatever drive letter you have assigned to the floppy disk. **A** is the hard disk volume containing DOS.)

When you bring up MultiMate on the hard disk, be sure to change the drive default settings (as described in the following section and on page 4-17) to correspond with your hard disk setup. Otherwise, you may not be able to use some MultiMate functions.

ALL USERS PLEASE NOTE

2.8.4

Examples in this manual refer to Drive A. Hard disk users and those users who don't run MultiMate off Drive A, OR those who are not using Drive B for Documents and Libraries should substitute the proper drive for the **A**: in the examples and throughout the manual.

The MultiMate version you have received is set up with the following drive defaults:

System drive: A The drive containing system programs.

Document drive: B The drive containing your documents.

Library drive: B The drive containing your Library documents.

If you intend to use different drive designations for these defaults (other than the above) please refer to Edit Drive Defaults on page 4-17 of the manual. You may access the Edit Drive Defaults utility by:

1. Selecting "7" (Other Utilities) from the MultiMate Main Menu.
2. From the Other Utilities Menu, select "2" (Edit Drive Defaults).

2.8.5 PRINTER ACTION TABLE (PAT) INFORMATION

Once the original diskette has been copied onto your own diskette, take a look at what is on your new diskette by requesting a directory (**dir**) command from DOS. Included in the directory of the "System" diskette are two types of files:

- ▶ A set of Printer Action Table (PAT) files.
- ▶ The Edit Printer Action Table (EDITPAT) program.

The PAT files contain the codes for the printers MultiMate currently supports. (They are listed on page 2-18.) The EDITPAT program gives you the means to edit and/or create your own PAT. (For more information on the EDITPAT program, see page 4-25 of the Utilities Section.) Instructions are provided below describing how to retain (on the "System" diskette for your own use) only the PAT files you will need for the printer model(s) you will be using. (The entire list of PAT files will remain on the original "System" diskette, if you need to transfer more files over to your "System" diskette at a later date.)

TO DISPLAY A DIRECTORY of the files, including the PAT files and the EDITPAT program, on your "System" diskette:

(Note: be certain the system default drive is the A drive.)

1. Insert your DOS diskette into Drive A, and bring up the DOS system so the DOS prompt, **A>**, is displayed on the screen.
2. Insert your "System" diskette into Drive B.
3. After the **A>**, type the following exactly as shown: **dir B:**

2

A directory of all the files on your "System" diskette should now be displayed on the screen, including the PAT files and the EDITPAT program. You will want to decide which PAT files to retain on your "System" diskette based on the model of printer(s) you will be using. The remaining PAT files will then be erased. Note: DO NOT delete any files other than PAT (ex. EPSON.PAT) files. Once you have decided which PAT files to keep, you will be instructed below on how to erase the unnecessary PAT files. Please be sure to plan ahead and check your typing before erasing any files.

HOW TO ERASE unneeded PAT files:

4. To erase a PAT file (as an example, the file for the EPSON printer) type the following after the **A>** **ERASE B: EPSON.PAT** (You will decide which printer model you wish to enter after the **B:**.)
5. Press the Return key. The file specified after the **B:** will be erased.
6. To check that the file was erased, display another directory by repeating Step 3. The remaining existing files will now be displayed on the screen, and the file you erased will not appear.
7. To continue erasing unneeded PAT files, follow the procedures by repeating Steps 3 through 6.
8. When you are finished erasing PAT files, display a final directory, and then remove both diskettes after the **A>** is displayed on the screen.

You are now ready to begin using your MultiMate Word Processing "System" diskette.

2.8.6 PRINTER MODELS

SoftWord Systems, Inc. currently offers direct printer support for the following models:*

2

BROTHER HR1
CENTRONICS 353
C.ITOH F10-55 (STARWRITER)
DEC LA100
DIABLO 620,630
EPSON Series
GEMINI
IBM
PRINTEK
PRISM (includes IDS PRISM 80, IDS PRISM 132, and IDS MICROPRISM)
NEC 3510 (includes 3520 and 3530)
NEC 3515 (includes 3525)
NEC 3550
NEC 5510
NEC 7730
OKIDATA 82,83
OKIDATA 84
QUME SPRINT 5
QUME SPRINT 11
SMITH CORONA

HY-Q 1000 (printer interface)
TTYCR
TTYCRLF

* This listing is subject to change.

Please note that TTYCR and TTYCRLF are not printers, but are tables created to allow MultiMate to output to virtually any printer. TTYCR and TTYCRLF allow only single, double, and triple line spacing, and underlining. TTYCR cannot underline. These tables will not support any of the special printing functions, such as pitch changes, enhanced and draft print, and sub- and superscript. The difference between TTYCR and TTYCRLF is:

► TTYCR is used on a printer that outputs a line feed automatically when a carriage return is encountered, and

► TTYCRLF is used on a printer that has the carriage return and line feed as separate functions.

If the printer you are using is not on the list, you may have it customized (regardless of interface) for a nominal fee. Just send a copy of the "System" diskette, along with a copy of the printer manual, to SoftWord Systems, Inc., 52 Oakland Avenue, North, East Hartford, CT 06108. Please be sure to enclose your MultiMate serial number.

PREPARING DATA STORAGE DISKETTES 2.9 (Formatting)

All diskettes, whether document storage diskettes or program diskettes, must be formatted before they can be used. This procedure prepares the diskette to receive and store the incoming data that will eventually be written to the diskette. Formatting gets a diskette ready for use by setting up the diskette's tracks and sectors.

Formatting can also be used if you want to re-use a diskette containing information you no longer need. The old data is erased and the diskette is prepared to receive and store the new information.

Please note: DO NOT format every time you want to use a diskette. Formatting is done only once when the diskette is new. Re-formatting is occasionally done if you want to re-use a diskette containing information you are certain you will no longer need.

HOW TO FORMAT DISKETTES 2.9.1 (using two disk drives)

Hard Disk Users Please Note: You can also use the **FORMAT** program with one disk drive. Your "VICTOR Operator Reference Guide" describes how to format diskettes with one drive.

(For further information on formatting a diskette with two drives, also refer to your VICTOR Operator Reference Guide.)

You will need:

- (1) Your DOS diskette.
- (2) A diskette or several diskettes you want to format.

2.
 1. Insert your DOS diskette into the A (left) drive.
 2. The screen will display the DOS prompt: **A>**
 3. After the **A>**, type in the following exactly as shown: **FORMAT**
Press the Return key.
 4. The top of the screen will display:

Diskette FORMAT Utility — Version n.n

And the bottom of the screen will display:

Format FLOPPY drive? (A or B; press return to end.)

5. Insert one new diskette into the B (right) drive.
6. Press the **B** key.
7. The bottom of the screen will display:

Format both sides of diskette (y/n)?

Press the **Y** key to format a double-sided diskette.
Press the **N** key to format a single-sided diskette.

8. The screen will then display:

Format FLOPPY Drive B. Press space bar when ready.

9. Press the Space Bar to begin the formatting procedure.
10. The screen will display this message when the formatting is complete, and you are asked if you want to repeat the process:

Format floppy drive B complete.
Format FLOPPY drive? (A or B; press return to end.)

11. Remove the newly formatted diskette from Drive B.
12. To continue formatting diskettes, repeat Steps 4 through 11.
13. If you have completed formatting, press the Return key.
14. The DOS prompt, **A>**, should now be displayed on the screen.

BACKING-UP YOUR DISKETTES

2.10

Anyone working with computers that use floppy diskettes runs the risk of losing documents, or parts of a document. There are many reasons why documents can become lost or diskettes damaged. Some of these, such as improper handling, misplacing a diskette, or accidentally deleting a document can be controlled by the operator. Others, such as physical damage to the diskette, computer failure, power failure or the eventual wearing out of the diskette, are completely out of the operator's control.

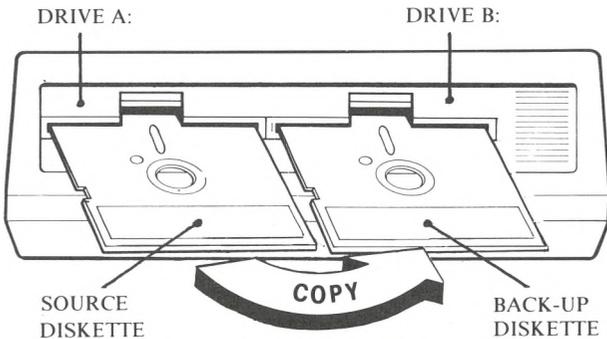
Diskettes can also be damaged by dust or spilled liquids, resulting in a Fatal Disk I/O (input/output) Error.

For these reasons, it is strongly recommended that you always make additional or back-up copies of your document storage diskettes.

2 The process of backing-up your diskette should become a regular file maintenance or “housekeeping” procedure as data files are updated or corrected. Be certain to label the back-up diskette as such, and record the version number and date — this will be useful for easy identification and future reference. For any important documents or files, it’s advisable to make two back-up copies, storing them in separate locations. (NOTE: Be sure to make back-ups of original program diskettes, such as your new MultiMate Word Processing system, as soon as they are purchased or created. Store the original program diskettes in a secure place, and in this case, use the back-ups for everyday use.)

2.10.1 HOW TO MAKE BACK-UP DISKETTES

(For further information, please refer to your “VICTOR Operator Reference Guide.”)



A back-up copy of a diskette can be made by using the **DCOPY** command. The **DCOPY** command copies all the information from one diskette onto another diskette, creating a duplicate. This command formats the new diskette while copying, eliminating the need to format the diskette prior to use.

Hard Disk Users Please Note: The **DCOPY** command cannot be used with the hard disk. To make a back-up diskette on the hard disk, follow the instructions below with these changes: in Step 3, insert a formatted diskette; and in Step 4, use the **Copy A:.* * X:** command. [**A** is the hard disk volume containing the MultiMate system. However, in place of the **A**, you will specify whatever drive letter for the hard disk volume (corresponding to the file) you wish to back-up. Your documents will be located on the drive you have assigned on the Edit Drive Defaults screen. (See page 4-17 of the Utilities section.) **X** is the floppy disk. In place of the **X**, you will specify whatever drive letter you have assigned to the floppy disk.] For further information, please refer to your "VICTOR Operator Reference Guide."

1. Insert your DOS diskette into the A (left) drive and turn the Victor 9000 on. The DOS prompt, **A>**, will be displayed on the screen.
2. Remove the diskette from the A (left) drive and insert the source diskette (the diskette to be copied FROM) into the A (left) drive.
3. Insert a "destination" diskette (the back-up diskette the information will be copied TO) into the B (right) drive. (The back-up diskette should be a formatted diskette which doesn't contain any data files.)
4. After the **A>**, type the following exactly as shown: **DCOPY A: to B:**
Press the Return key.
5. All of the information contained on the diskette in Drive A will be copied onto the diskette in Drive B.
6. The DOS prompt, **A>**, will now be displayed on the screen.

These instructions allow you to copy the information of an entire diskette onto another diskette using the **DCOPY** command.

If you want to copy only one document from a diskette, rather than an entire diskette, press a "6" (Document Handling Utilities) in the MultiMate Main Menu. Once in this menu, press selection "1" — Copy a Document. Instructions are further detailed in the Utilities section on page 4-3.

2.11 SUMMARY (Helpful Hints)

DO:

2

1. Remove diskettes from the disk drives and place them in their envelopes, storing them in an upright position.
2. Leave the disk drive doors up when the computer is not in use. If the drive doors are left down the head becomes engaged.
3. Insert your diskette carefully into the disk drive, gently pushing it all the way in until it stops.
4. Practice routine file maintenance or “housekeeping” procedures — make regular back-ups of disks and delete outdated files.
5. Label your diskettes properly, indicating the documents or files contained on the disk, the version, and date.
6. Name your documents clearly, so that they are meaningful to you. On one diskette, no two documents may have the same name.

DONT:

1. Touch the exposed magnetic surface of your diskettes.
2. Remove the diskettes from the disk drives without saving the document [pressing the Save/Exit key, (F10), or pressing the Save and Shift keys simultaneously, (Save)] AND returning to the MultiMate Main Menu.
3. Insert pencils, fingers, jewelry, or any foreign objects into the disk drives.
4. Use the lower case letter “L” for the number “1”, and don’t use the upper case letter “O” for the number zero. The system will not recognize these substitutions.
5. Write directly on the disk label while it’s on the diskette — instead re-label it. But if you insist on writing on the disk, use only a soft felt-tip pen.
6. Remove the diskette from the disk drives while the red “in-use” light is on, or if you hear drive motor noise indicating drive activity.

The MultiMate Word Processing system incorporates a comprehensive on-line Help facility available at any time during document creation and modification (Help may also be accessed from the Main Menu). Instructions are readily provided for performing each function or command.

The Help facility is designed using the concept of task selection by menu and is comprised of a Help Main Menu and several sub-menus. The facility is easily accessible and the Help messages are designed to be easily understood. When you are in a Help menu, use the Return key to: (1) exit the current screen, and (2) return you to the previous screen. If you are in the lowest level sub-menu, several depressions of the Return key will place you at the Help Main Menu. Press Return again and you are returned to the location where you originally requested Help.

To access Help, simply hold down the Shift key and press the Help function key (F1). The result is the Help Main Menu, as shown in this example below:

Help Main Menu

HELP MENUS

Press the function key for the help desired.

Example: Press F8 key for help on the Copy function

Press Alt and F keys for help on the Footer function

To get help on more general topics, press one of the following keys:

<u>HELP DESIRED</u>	<u>PRESS</u>
CURSOR POSITIONING	1
EDITING FUNCTIONS	2
FORMAT LINE CONTROLS	3
PRINTING FUNCTIONS	4
MISCELLANEOUS FUNCTIONS	5
LIST OF ALL HELP TOPICS AND KEYS	6

Press Return to exit

S:↓ N:↓

You may now either press the function key for the Help desired (to access a function procedure individually), or press a number which selects one of the general topics from the Main Menu. For example, depress "1" for Help on Cursor Positioning. (You do not have to press Return after entering the "1.") The Cursor Positioning Help Screen will now appear:

2 This is the Cursor Positioning Sub-menu of the Help Main Menu:

CURSOR POSITIONING - Press the function key(s) indicated for help:

<u>FUNCTION</u>	<u>KEY(S) TO PRESS</u>		
BACK TAB	ALT & TAB	PREVIOUS PAGE	ALT & C "÷"
DECIMAL TAB	Shift & F4	PREVIOUS WORD	WORD ←
END OF PAGE	ALT & C "%"	SCROLL LEFT	ALT & F3
HOME	CLR/HOME	SCROLL RIGHT	ALT & F4
INDENT	F4	SET PLACE MARK	ALT & F1
GO TO	F1	TAB	TAB
GO TO PLACE MARK	ALT & G	TOP OF PAGE	ALT & MODE/CALC
NEXT PAGE	ALT & C "x"	Press Return to exit	
NEXT WORD	WORD →		
PAGE DOWN	SCRL		
PAGE UP	Shift & SCRL		

To select Help on the Back Tab function, hold down the Alternate key (Alt), and press the Tab key. This screen will now be displayed:

This is the sub-menu of the Cursor Positioning Menu:

BACKTAB (Start of Line)

1. While holding down the ALT key, press the TAB key.
The cursor will be moved to the start of the current line.

Press Return to exit

Item “6” (List of All Help Topics and Keys) in the Help Main Menu, illustrates the numerous list of Help topics available for performing each function:

The following is a list of all functions and the key(s) to press for help:

FUNCTION	KEY(S)	FUNCTION	KEY(S)	FUNCTION	KEY(S)
AUTO PAGE NUMBER.....	Shf 3	AUTO UNDERLINE	UNDL	BACK TAB.....	ALT TAB
CENTER.....	F3	CHAR DELETE	C “-”	CHAR INSERT	C “+”
COLUMN MODE	Shf F3	COPY.....	F8	CREATE DOCUMENT	ALT C2
CURSOR DOWN	↓	CURSOR LEFT	←	CURSOR RIGHT	→
CURSOR UP	↑	DECIMAL TAB	Shf F4	DELETE	DEL
DOC HANDLING UTIL	ALT C6	DRAFT PRINT	ALT D	EDIT OLD DOC	ALT C1
END	ALT HOME	END OF PAGE	ALT C “¶”	ENHANCED PRINT	ALT N
ESCAPE.....	VS	EXTERNAL COPY	Shf F6	FOOTER	ALT F
FORMAT CHANGE	F9	FORMAT CURRENT	Shf F9	FORMAT DELETE	D
FORMAT LINE	F	FORMAT PAGE	ALT F9	FORMAT SYSTEM	ALT F10
GO TO	F1	GO TO PLACE MARK.....	ALT G	HARD SPACE	ALT S
HEADER	ALT H	HELP	Shf F1	HIGHLIGHTING	H
HOME	HOME	HORIZONTAL ADD	ALT W	HYPHEN (soft)	Shf F7
INDENT	F4	INSERT.....	INS	LIBRARY	F6
LIBRARY ATTCH	Shf F5	LIBRARY DOC	L	LINE HIGHLIGHTNG	ALT F6
MERGE CODE	ALT M	MERGE PRINT UTIL	ALT C5	MOVE	F7
NEXT PAGE	ALT C “x”	NEXT WORD	WORD →	OTHER UTILITIES	ALT C7
PAGE BREAK.....	F2	PAGE COMBINE.....	Shf F2	PAGE DOWN	SCRL
PAGE LENGTH	ALT F2	PAGE UP	Shf SCRL	PARAGRAPH HILITE	ALT F6
PREVIOUS PAGE	ALT C “+”	PREVIOUS WORD	WORD ←	PRINT CUR.DOC UTL.....	ALT C3
PRINT CTL CODE	ALT A	PRINT CTL UTIL	ALT C4	PRINT PITCH.....	ALT C
REPAGINATION	ALT R	REPLACE	Shf F6	RQRD PAGE BREAK	ALT B
RETURN	RETURN	RETURN TO DOS	ALT C9	SAVE.....	Shf F10
SAVE/EXIT	F10	SCROLL LEFT	ALT F3	SCROLL RIGHT	ALT F4
SEARCH.....	F6	SENTENCE HILITNG	ALT F7	SET PLACE MARK	ALT F1
STOP PRINT	ALT P	STRIKEOVER.....	S	SUBSCRIPT	ALT Z
SUPERSCRIPT.....	ALT X	TAB.....	TAB	TOP OF PAGE	ALT MODE
UNDERLINE	Shf -	VERTICAL ADD	ALT V	WORD HIGHLIGHTNG	ALT F5

Press Return to exit, space bar to scroll

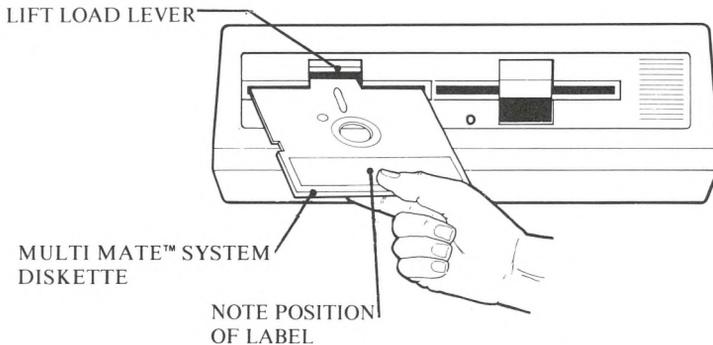
Help can be especially useful when you are going through the Training Lessons in the manual; it offers a prompt response when a question arises on how to perform a particular function. Help is also very useful if you want to quickly refresh your memory—it concisely illustrates the steps required to perform a desired function.

2.13 BRINGING UP YOUR MULTIMATE WORD PROCESSING SYSTEM

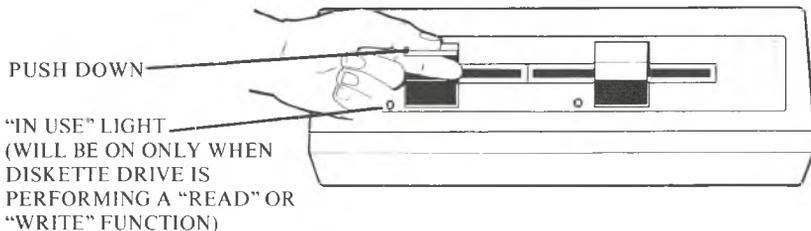
The following instructions will allow you to bring up (display) the MultiMate Main Menu so you can begin using your MultiMate Word Processor.

Hard Disk Users Please Note: Before using MultiMate, transfer the Disk Operating System (DOS) and the MultiMate Word Processing system onto hard disk volume **A** (page 2-15). To bring up MultiMate, skip Steps 1 through 4 below (start at Step 5 on page 2-29).

1. Remove the "System" diskette that you created in Section 2.8.2 from its paper envelope so that the label edge is facing up and closest to you (as you're now holding the diskette, your thumb will be over part of the label).



2. Check to see that the lift lever to the A (left) drive is pushed up in the open position.
3. Holding the diskette as described in Step 1, insert it into the A (left) drive and carefully push it all the way in until it stops.
4. Close the disk drive door by pushing down on the lift lever until it clicks shut.



5. Turn on the power switch. This is located on the left, rear side of your Victor 9000. At power-up a memory test is performed which will take several seconds, depending how much memory is in your computer. The Disk Operating System (DOS) is loaded into memory and is executed. You will also hear some drive noise as the diskette is centered in the drive.

6. You will be asked to enter the date and time after DOS (the disk operating system) is loaded. It's good practice to set the date and time properly since the operating system uses this to date your work accurately.

If the date question does not appear, remove the diskette and repeat the procedure again. If you continue to experience difficulty, notify SoftWord Systems, Inc., 52 Oakland Avenue, North, East Hartford, CT 06108; or call toll-free 1-800-435-7774.

7. Enter the date using only numbers, separating the numbers with slashes, (e.g., **2/12/83**). You should enter the month, day, and year —in that sequence. And you must use the number “1” key — you cannot substitute the lower case letter “L” key. When you have finished entering the date, press the Return key.
8. After the date has been entered you are shown the time as it is set, and you are asked to change the time.
9. The time is kept on a 24 hour clock (for example, three o'clock pm is represented as **15:00**. DOS shows the time as follows: hour, minute, second, and half second. When changing the time, separate the numbers with colons, entering the hour, minute, and second (e.g., **09:15:30**. DO NOT type in the half second. You have the option of typing in the number for the second, if desired. When you have finished entering the time, press the Return key. (If you don't want to enter the new time when asked, simply press the Return key.)
10. Type **WP** (if it is not already displayed) after the **A>**, and press the Return key to display the MultiMate Main Menu. (See Main Menu on following page.)
11. Now place a formatted diskette into the B (right) drive, and you are ready to begin.

2.13.1 ILLUSTRATION OF MULTIMATE MAIN MENU

2

MULTIMATE
Word Processor Ver n.n

- 1) Edit Old Document
- 2) Create New Document

- 3) Print Document Utility
- 4) Printer Control Utilities
- 5) Merge Print Utility

- 6) Document Handling Utilities
- 7) Other Utilities

- 9) Return to DOS

DESIRED FUNCTION:

Enter the number of the function, press RETURN

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Softword Systems, Inc.

S:4 N:4

TRAINING LESSONS

C

O

C

TRAINING LESSON I

LEARNING BY EXAMPLES

Before you begin this lesson, you'll find it helpful to have read the entire Introduction and Getting Started sections of this manual. You should know how to handle your diskettes, how to prepare your System diskettes and how to format and back-up your document diskettes. And you should know how to "bring-up" the MultiMate system. (You have the option of applying the key tabs as described in Appendix A or referring to the Keyboard Layout on page 2-7 of the Introduction section.)

(If you prefer to learn MultiMate in a step-by-step approach, rather than by example, please proceed to Training Lesson II on page 3-25.)

OVERVIEW

This lesson is presented in a format that will allow you to learn how to use MultiMate by creating your own documents. Several sample screens and documents are provided. Brief explanations of the different functions are also supplied. Also included are the appropriate key locations and Reference section page numbers for each function.

The following is a brief outline of this lesson:

Sections	Page Number
A. Document Creation and Modification	3-2
B. Formatting Functions	3-6
C. Editing Functions	3-7
D. Miscellaneous Functions	
1. Highlighting Process	3-8
2. Help Facility	3-9
E. Cursor Positioning Functions	3-11
F. Advanced Functions	
1. Column Manipulation	3-12
2. Library	3-13
3. Merge *	3-14
G. Saving Documents	3-21
H. Printing Documents	3-22

If you need additional information on any function, either use the on-line Help facility (see page 3-9), or look up any function in the Reference Section of this manual.

A. DOCUMENT CREATION AND MODIFICATION

Accessed from the Main Menu, these functions will be used more frequently than any other.

3

MULTIMATE
Word Processor Ver n.n

- 1) Edit Old Document
- 2) Create New Document

- 3) Print Current Document Utility
- 4) Printer Control Utilities
- 5) Merge Print Utility

- 6) Document Handling Utilities
- 7) Other Utilities

- 9) Return to DOS

DESIRED FUNCTION:

Enter the number of the function, press RETURN

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Softword Systems, Inc.

Although the procedures and menus are very similar in Document Creation and Modification we will look at each separately.

Create a Document

1. Enter the number 2 and press the Return key from the Main Menu. The Create New Document Screen will appear:

CREATE A NEW DOCUMENT

Enter the Name of the New Document

Drive: _____ Document: _____

Approximately 00000000 characters [00000 Page(s)] available on Drive _____

Press Return to continue, !SCRL! to switch drive directory.

2. Enter the name of the new document. The name:
 - must not include spaces, periods or asterisks
 - can contain up to 20 alphanumeric characters
 - must be different from any documents listed in the directory
 - can be entered in upper or lower case
3. Press the Return key. The Document Summary Screen will appear.

3

DOCUMENT SUMMARY SCREEN

Document _____ Total pages 0

Author _____

Addressee _____

Operator _____

Identification key words:

Comments:

Creation Date MM/DD/YY Keystrokes last session 0

Modification Date MM/DD/YY Total keystrokes 0

Use tab keys to change fields - Press F10 when finished
If creating a Library press F5 (Do not fill in screen)

4. The Document Summary Screen is where you enter any pertinent information about each document. This screen and the information entered is saved (stored) with the document so it will appear when editing an old document.

The Document Summary Screens may be searched through for selected information. This function can be found in the Document Handling Utility which is selection #6 from the Main Menu. For more information on Document Summary Screen Search, see page 4-8 in the Utilities section.

- 3 5. After you have completed entering the necessary information, press the Save/ Exit key (F10). The first page of the document will be displayed.

You may now proceed to type in text for the first page of your document.

Edit a Document

1. Enter the #1 and press the Return key from the Main Menu. The Edit Old Document Screen will appear:

EDIT AN OLD DOCUMENT

What is the name of the Old Document

Drive: _____ Document: _____

Approximately 00000000 characters [00000 Page(s)] available on Drive _____

Press Return to continue, ↑SCRL↓ to switch drive directory.

2. The name of the previous document you were working on will be listed unless it's the first document you're creating or modifying since starting up the system. Enter the name of document you wish to edit (strikeover the old name if necessary and delete extra characters). You'll notice only the first eight characters of a document name will appear in the directory in the lower portion of the screen. Therefore, you need only enter the first eight characters of the document you wish to edit. Be sure to type the name exactly as it is shown in the directory.

As additional documents are created they will automatically be displayed alphabetically.

3. Press the Return key. The Document Summary Screen will appear.

DOCUMENT SUMMARY SCREEN

Document _____ Total pages 0
Author _____
Addressee _____
Operator _____

Identification key words:

Comments:

Creation Date MM/DD/YY Keystrokes last session 0
Modification Date MM/DD/YY Total keystrokes 0

Use tab keys to change fields - Press F10 when finished
If creating a Library press F5 (Do not fill in screen)

3

4. You may revise this screen if necessary using the Strikeover, Insert or Delete functions. Insert and Delete operate differently in this screen than in a document. Pressing Insert here will only insert spaces, moving the text to the right of the cursor one space with each depression. When using Delete, on the other hand, the character under which the cursor is positioned is deleted with one depression of the Delete key.
5. If no revision of this screen is necessary, simply press the Save/Exit key (F10). The first page of the document will be displayed.

You may now edit or revise the document, as necessary.

<u>Functions</u>	<u>Ref. Sec. Page No.</u>	<u>Key(s)</u>
Format-Change	5-44	F9
Format-Current	5-45	Shift and F9
Format-Delete	5-46	DEL, then F9, DEL
Format-Page	5-50	ALT and F9
Format-System	5-51	ALT and F10

For further information on Format Line Set Up and/or Status Line, see pages 5-47 and 5-118, respectively, of the Reference Section.

3

C. EDITING FUNCTIONS

These functions are used to manipulate and/or mark text while in a document. Editing functions can be used in both the creation and modification of documents. The Insert, Strikeover and Delete functions are the only editing functions which can be used in menus and submenus and perform differently from when they are used in a document. Unless designated otherwise, most of these functions are initiated and executed by pressing the same key (known as “toggle on and toggle off”).

<u>Functions</u>	<u>Ref. Sec. Page No.</u>	<u>Key(s)</u>
Auto Page Numbering	5-1	# (in Header or Footer text)
Auto Underline	5-3	OFF/UNDL/ON
Center	5-5	F3
Copy	5-21	F8
Decimal Tab	5-25	Shift and F4
Delete Character	5-27	C “_”
Delete	5-26	DEL
Escape	5-38	OFF/RVS/ON
External Copy	5-39	Shift and F8
Footer Set Up	5-41	ALT and F
Hard Space	5-54	ALT and S
Header Set Up	5-55	ALT and H
Hyphen (Soft)	5-61	Shift and F7
Indent	5-62	F4

Insert	5-63	INS
Insert Character	5-64	C “+”
Move	5-85	F7
Page Break	5-89	F2
Page Combine	5-90	Shift and F2
Page Length	5-92	ALT and F2
Repaginate	5-102	ALT and R
Replace	5-103	Shift and F6
Required Page Break	5-106	ALT and B
Save	5-110	Shift and F10
Save/Exit	5-111	F10
Search	5-114	F6
Stop Print	5-119	ALT and P
Strikeover	5-120	
Subscript	5-121	ALT and Z
Superscript	5-122	ALT and X

Definitions and/or instructions on how to perform any of the above editing functions can be found on the page specified in the Reference Section. You can also access the on-line Help facility by holding down the Shift key and pressing the F1 key.

D. MISCELLANEOUS FUNCTIONS

These are two functions which now merit a little more explanation. They are the Highlighting Process and Help Facility.

1. Highlighting Process

This process is used to indicate text you wish to Delete, Move, Copy or External Copy. Highlighting is briefly explained in conjunction with each of these editing functions in the Reference section. We have also provided additional function keys devoted specifically to the Highlighting Process to increase your efficiency and speed when editing documents. They are as follows:

<u>Functions</u>	<u>Ref. Sec. Page No.</u>	<u>Key(s)</u>
Line Highlighting	5-71	ALT and F6
Paragraph Highlighting	5-94	ALT and F8
Sentence Highlighting	5-116	ALT and F7
Word Highlighting	5-126	ALT and F5
Highlighting Process	5-58	

NOTE: The following Cursor Positioning keys may also be used to highlight text: Right and Down Cursor Positioning Arrows, Next Word, Next Page, End (of Screen), End of Page, Go To Page Number, as well as any character or symbol keys. For further explanation of the Highlighting Process, see page 5-58 in the Reference Section.

2. Help Facility

This facility provides on-screen instructions regarding any function. It is accessible while creating and editing a document or from the MultiMate Main Menu. When you press the Help function keys (Shift and F1) the Help Main Menu appears. From there, the prompts are self-explanatory. To exit the Help Facility, press the Return key until you return to your original location. For more information on the Help Facility refer to page 2-25 of the Getting Started Section.

3

<u>Functions</u>	<u>Ref. Sec. Page No.</u>	<u>Key(s)</u>
Help	5-57	Shift and F1

(EXAMPLES OF HELP SCREENS)

Help Main Menu

HELP MENUS

Press the function key for the help desired.

Example: Press F8 key for help on the Copy function

Press Alt and F keys for help on the Footer function

To get help on more general topics, press one of the following keys:

<u>HELP DESIRED</u>	<u>PRESS</u>
CURSOR POSITIONING	1
EDITING FUNCTIONS	2
FORMAT LINE CONTROLS	3
PRINTING FUNCTIONS	4
MISCELLANEOUS FUNCTIONS	5
LIST OF ALL HELP TOPICS AND KEYS	6
Press Return to exit	S:↓ N:!

This is the Cursor Positioning Sub-menu of the Help Main Menu.

CURSOR POSITIONING - Press the function key(s) indicated for help:

<u>FUNCTION</u>	<u>KEY(S) TO PRESS</u>		
BACK TAB	ALT & TAB	PREVIOUS PAGE	ALT & C “←”
DECIMAL TAB	Shift & F4	PREVIOUS WORD	WORD ←
END OF PAGE	ALT & C “%”	SCROLL LEFT	ALT & F3
HOME	CLR/HOME	SCROLL RIGHT	ALT & F4
INDENT	F4	SET PLACE MARK	ALT & F1
GO TO	F1	TAB	TAB
GO TO PLACE MARK	ALT & G	TOP OF PAGE	ALT & MODE/CALC
NEXT PAGE	ALT & C “x”	Press Return to exit	
NEXT WORD	WORD →		
PAGE DOWN	SCRL		
PAGE UP	Shift & SCRL		

Item “6” (List of All Help Topics and Keys) in the Help Main Menu, illustrates the numerous list of Help topics available for performing each function:

The following is a list of all functions and the key(s) to press for help:

<u>FUNCTION</u>	<u>KEY(S)</u>	<u>FUNCTION</u>	<u>KEY(S)</u>	<u>FUNCTION</u>	<u>KEY(S)</u>
AUTO PAGE NUMBER.....	Shf 3	AUTO UNDERLINE	UNDL	BACK TAB	ALT TAB
CENTER	F3	CHAR DELETE	C “-”	CHAR INSERT	C “+”
COLUMN MODE	Shf F3	COPY	F6	CREATE DOCUMENT	ALT C2
CURSOR DOWN	↓	CURSOR LEFT	←	CURSOR RIGHT	→
CURSOR UP	↑	DECIMAL TAB	Shf F4	DELETE	DEL
DOC HANDLING UTIL	ALT C6	DRAFT PRINT	ALT D	EDIT OLD DOC	ALT C1
END	ALT HOME	END OF PAGE	ALT C “%”	ENHANCED PRINT	ALT N
ESCAPE	RVS	EXTERNAL COPY	Shf F8	FOOTER	ALT F
FORMAT CHANGE	F9	FORMAT CURRENT	Shf F9	FORMAT DELETE	D
FORMAT LINE	F	FORMAT PAGE	ALT F9	FORMAT SYSTEM	ALT F10
GO TO	F1	GO TO PLACE MARK	ALT G	HARD SPACE	ALT S
HEADER	ALT H	HELP	Shf F1	HIGHLIGHTING	H
HOME	HOME	HORIZONTAL ADD	ALT W	HYPHEN (soft)	Shf F7

Press Return to exit, space bar to scroll up

E. CURSOR POSITIONING

These functions are used to move the cursor within a document or menu. Some are specifically used within one screenload of text and others for moving the cursor within a page. Still other Cursor Positioning functions are used for moving the cursor from page to page in a document.

Functions	Ref. Sec. Page No.	Key(s)
Back Tab	5-4	ALT and Tab
Cursor Movement		
Positioning Arrows	5-24	
Down (line by line)		↓
Left (char. by char.)		←
Right (char. by char.)		→
Up (line by line)		↑
End (of screen)	5-35	ALT and CLR/HOME
End of Page	5-36	ALT and C “%” (white key)
Go To (Page Number)	5-52	F1
Go To Place Mark	5-53	ALT and G
Home (top of screen)	5-60	CLR/HOME
Next Page	5-86	ALT and C “X” (white key)
Next Word	5-87	Word→
Page Down (next screen)	5-91	↑Scroll↓ (down)
Page Up (previous screen)	5-93	Shift and ↑Scroll↓ (up)
Previous Page	5-95	ALT and C “÷” (beige key)
Previous Word	5-95	Word←
Scroll Cursor Left (first char./symbol in line)	5-112	ALT and F3
Scroll Cursor Right (last char./symbol in line)	5-113	ALT and F4
Search (for char. string/ word)	5-114	F6
Set Place Mark	5-117	ALT and F1
Top of Page	5-124	ALT and MODE/CALC

F. ADVANCED FUNCTIONS

The functions explained here are more complicated and may not be applicable for some users. However, after reading the following explanations of these functions, you may find that one, a few, or all might be useful right now, or in the near future.

1. Column Manipulation

3 The Column Manipulation functions allow you to Move, Copy, Insert, and Delete columns of numerical data (or text if desired) in a page of a document. The Highlighting function (see page 3-8 in this Lesson) is used to indicate the data you wish to Move, Copy, or Delete. However, the procedure for Highlighting in Column Manipulation is somewhat different than Highlighting for the functions (Copy, Move and Delete) used in normal text editing. Refer to the specific Reference Section page numbers for instructions on how to perform these functions.

Limited math capabilities are also provided. Vertical and Horizontal Addition allow you to total columns, or lines of numerical data. Subtraction is accomplished by designating a number as negative, and therefore is equivalent to adding a negative number. NOTE: All numbers you wish to add must be preceded by a Decimal Tab.

In order to perform any of the Column Manipulation functions (moving, deleting, inserting, or copying columns), you must first enter into the Column Manipulation mode by pressing the Shift and F3 keys simultaneously. (You do not, however, enter the Column Manipulation mode when using the Column Calculation functions.)

<u>Functions</u>	<u>Ref. Sec. Page No.</u>	<u>Key(s)</u>
Column Manipulation	5-13	Shift and F3
Column Copy	5-13	Shift and F3; then F8
Column Delete	5-15	Shift and F3; then DEL
Column Insert	5-17	Shift and F3; then INS
Column Move	5-19	Shift and F3; then F7
Column Calculations		
Horizontal Addition	5-7	ALT and W
Vertical Addition	5-10	ALT and V

2. Library Functions

The Library functions provide a way for you to store phrases, words, form set-ups or any other data/text that you use frequently. You may then recall any of the phrases, words, etc. that you've stored in your Library document. You can have different Library documents pertaining to different types of documents you use. For instance, you might have a Library set up with phrases you would use when you create letters and perhaps another Library used specifically for typing contracts. Below, the Library functions are listed in the order they are performed.

<u>Functions</u>	<u>Ref. Sec.</u> <u>Page No.</u>	<u>Key(s)</u>
Library Document Set Up	5-66	
Library Attachment	5-65	Shift and F5
Library Entry (Recall)	5-70	F5

(EXAMPLES)

Two examples of data you might store in the Library document might be:

- A. A signature block you use frequently such as:

HARRY L. WRIGHT
Vice President
Plant Operations
Northeast Region

OR,

- B. A clip-off portion of a letter such as:

(Check one)

_____ No, I'm not interested at this time.

_____ Yes, please send me more information.

_____ Please call me at _____
(telephone number/extension)

NAME _____

ADDRESS _____

3. Merge Functions

Merge functions are useful in instances where you have a document (such as a letter) that must be sent to several different people, or when you want to print out report-style information using a list of clients, potential customers, etc.

To use the Merge function, two documents must be created. In an example of a letter that is to be sent to 20 different people, you would create a document containing the letter and another containing the different names and addresses. At print time, these two documents are merged together to produce 20 original letters, all the same except for the names and addresses. These two documents are referred to as the Primary and Secondary Documents.

Primary Documents

The Primary Document would contain, for instance, the main body of a letter. This text is what would be repeated in every client's, or potential customer's letter. There must also be something in the Primary Document, however, to signal the MultiMate program to go into the Secondary Document and take out information (i.e., names and addresses) and put it in the designated positions when you Merge Print. This is done by keying in Merge Item names between two special symbols called Merge Codes (⌘). At print time, the names and addresses contained in the Secondary Document will replace these Merge Item names surrounded by Merge Codes in the Primary Document.

Secondary Documents

The Secondary Document contains the names, addresses and any other information (i.e., account numbers, social security numbers, etc.) you feel you might want to refer to. If you have a list of clients that you send correspondence to frequently, it might be helpful to have their information contained in a separate Secondary Document. A Secondary Document is created just like any other document, except that all information relating to one client is kept in one page. So if you have a Secondary Document with 10 pages, you can be sure it contains data for 10 different clients.

The following is an example of a final Merge Printed Document. Variable information is from page 1 of the Secondary Document called "Clients."

October 10, 1983

Mr. Thomas O'Leary
7 Churchill Lane
Chaffy, NY 10013

Dear Mr. O'Leary:

I was talking to Steve Brewer yesterday and he told me about the trouble you were having with your Billing System.

Enclosed is some literature on a new Billing System my company has just produced. I'm certain your department could utilize this product to its maximum benefit.

I look forward to speaking with you further after you have a chance to look over the enclosed.

Sincerely,

Jack McCarthy
Senior Sales Representative

JM:mlp

Encs.

The following is an example of a final Merge Printed Document. Variable information is from page 2 of the Secondary Document called "Clients."

October 10, 1983

Mr. Gene Cregan
33 Ashford Drive
Forest Park, MA 07624

Dear Mr. Cregan:

I was talking to Greg Ford yesterday and he told me about the trouble you were having with your Billing System.

Enclosed is some literature on a new Billing System my company has just produced. I'm certain your department could utilize this product to its maximum benefit.

I look forward to speaking with you further after you have a chance to look over the enclosed.

Sincerely,

Jack McCarthy
Senior Sales Representative

JM:mlp

Encs.

The following is another sample of a Primary Merge Document. You will notice that the body copy of this Primary Document and the first Primary Document are the same. The only information that changes is the Merge Entry names (positioned between Merge Codes).

```
DOCUMENT: Fmltr2 ||PAGE: 1||LINE: 1||COL: 1||
| 1 ..>>>...>>.....<<
<<
October 10, 1983<<
<<
<<
|-n|-<<
|-a1|-<<
|-a2|-<<
<<
Dear |-s|-:<<
    >>I was talking to |-r|- yesterday and he told me about the trouble you
were having with your Billing System.<<
<<
    >>Enclosed is some literature on a new Billing System my company has just
produced. I'm certain your department could utilize this product to its
maximum benefit.<<
<<
    >>I look forward to speaking with you further after you have a chance to
look over the enclosed.<<
<<
Sincerely,<<
<<
<<
<<
<<
Jack McCarthy<<
Senior Sales Representative<<
<<
JM:mlp<<
<<
Encs.<<
<<
```

S:|N:|

This following document is a sample of a Secondary Document called "Clients2." There are two pages of this document. The first page contains all the information related to Kathleen Curren. The second page contains all the information relating to Lee Bucino. This document and the preceding Primary Document (Fmltr2 - Form Letter 2) will be Merge Printed to produce two final original copies. See final original copies of these Merge Printed Documents on the next page.

```
DOCUMENT: Clients2 ||PAGE: 1||LINE: 1||COL: 1||
| 1 ..>>>>>.....<<<<<<
<<
|n|<<
Ms. Kathleen Curren|<<
<<
|a1|<<
3 Frame Road|<<
<<
|a2|<<
Wallingford, CT 07501|<<
<<
|s|<<
Ms. Curren|<<
<<
|r|<<
Janice Patera|<<
<<
S:|N:|

DOCUMENT: Clients2 ||PAGE: 2||LINE: 1||COL: 1||
| 1 ..>>>>>.....<<<<<<
<<
|n|<<
Mr. Lee Bucino|<<
<<
|a1|<<
1083 Thomas Drive|<<
<<
|a2|<<
Middletown, CT 06047|<<
<<
|s|<<
Mr. Bucino|<<
<<
|r|<<
Harris Downing|<<
<<
S:|N:|
```

The following is an example of a final Merge Printed Document. Variable information is from page 1 of the Secondary Document called "Clients2."

October 10, 1983

Ms. Kathleen Curren
3 Frame Road
Wallingford, CT 07501

Dear Ms. Curren:

I was talking to Janice Patera yesterday and she told me about the trouble you were having with your Billing System.

Enclosed is some literature on a new Billing System my company has just produced. I'm certain your department could utilize this product to its maximum benefit.

I look forward to speaking with you further after you have a chance to look over the enclosed.

Sincerely,

Jack McCarthy
Senior Sales Representative

JM:mlp

Encs.

3

The following is an example of a final Merge Printed Document. Variable information is from page 2 of the Secondary Document called "Clients2."

October 10, 1983

Mr. Lee Bucino
1083 Thomas Drive
Middletown, CT 06047

Dear Mr. Bucino:

I was talking to Harris Downing yesterday and he told me about the trouble you were having with your Billing System.

Enclosed is some literature on a new Billing System my company has just produced. I'm certain your department could utilize this product to its maximum benefit.

I look forward to speaking with you further after you have a chance to look over the enclosed.

Sincerely,

Jack McCarthy
Senior Sales Representative

JM:mlp

Encs.

G. SAVING (STORING) DOCUMENTS/TEXT

There are two methods (or functions) by which you can save entire documents and one other method by which you may save text within a document. They are as follows:

Save/Exit

Using this method, you can save your entire document and return to the MultiMate Main Menu.

Alternate and Main Menu Function Selection

This method also saves the entire document and bypasses the MultiMate Main Menu by bringing you to the first screen of any of the Main Menu functions you select.

Save

Using this method, you save text within a document up to where the cursor is positioned and remain in that document.

<u>Functions</u>	<u>Ref. Sec. Page No.</u>	<u>Key(s)</u>
Save	5-110	Shift and F10
Save/Exit	5-111	F10
Alt and Main Menu Function	5-32	Alt and C1 (Edit Old Document)
	5-23	Alt and C2 (Create New Document)
	5-97	Alt and C3 (Print Cur. Doc. Util.)
	5-101	Alt and C4 (Printer Control Util.)
	5-84	Alt and C5 (Merge Print Util.)
	5-28	Alt and C6 (Doc. Handling Util.)
	5-88	Alt and C7 (Other Utilities)
	5-108	Alt and C9 (Return to DOS)

H. PRINTING A DOCUMENT

The following instructions will provide you with essential information on the procedures for printing a document. We suggest that at some point, you read the “Print Current Document Utility” section for a better understanding of the advanced capabilities of this utility. If you intend to print something now, be sure your printer is on and ready to print.

Some additional printing functions are also available to you and are listed after the printing instructions. (See pages 4-11 through 4-14 of the Utilities section.)

1. Select “Print Current Document Utility” (#3) from the Main Menu and press the Return key.

PRINT A DOCUMENT

What is the name of the document you wish to print?

Drive: _____ Document: _____

Approximately 000000000 characters [00000 Page(s)] available on Drive _____

(Documents on the selected drive will be listed here.)

2. The Print a Document screen will be displayed and you will be asked to enter the name of the document you wish to print. Enter the name of one of the documents listed in the directory on the lower portion of the screen and press the Return key.
3. The Submit a Document for Printing screen will now appear. For our purposes here, you need only enter the name of the printer you will be using. To move the cursor to the position where you will enter your printer name, press the Return key until the cursor is positioned under the first character of the word “EPSON.” If you are currently using an Epson printer, leave this “field” as it is. However, if you are not using an Epson, select the appropriate abbreviation of your printer from the directory listing at the bottom of the screen. Strike over the word “EPSON” with the new abbreviation for the printer you will be using.

Submit a Document for Printing

Drive:		Document:	
Start print at page number	001	Stop print at page number	NNN
Left margin	000		
Pause between pages?	N	Right justification?	N
Draft print?	Y	Default pitch (4 = 10 cpi)	4
Lines per inch (6 or 8)	6	Header/footer first page number	000
Printer number	001		
Document page length	066	Number of original copies	001
		Printer type	EPSON
Print document summary screen?	N	Print spooling statistics?	N
Delete spooler entry when done?	Y	Print in (B)ackground or (F)oreground?	B
Current Time is: HH:MM:SS		Delay Print until Time is: HH:MM:SS	
Current Date is: MM/DD/YY		Delay Print until Date is: MM/DD/YY	

Printer type - only the first 16 are displayed

(Printer types will be listed here.)

Press F10 to Continue, Press ESC to Abort

(Each of the categories listed in this screen is explained in detail on page 4-11 of the Print Current Document Utility of the Utilities section.)

4. Now, press the Save/ Exit Key (F10). The printer should begin typing and the Main Menu will then be displayed. You may at this point, create or edit any other documents except the one that is printing.

<u>Functions</u>	<u>Ref. Sec. Page No.</u>	<u>Key(s)</u>
Draft Print	5-31	Alt and D
Enhanced Print	5-37	Alt and N
Print Pitch	5-98	Alt and C
Printer Control Code	5-100	Alt and A
Stop Print	5-119	Alt and P

For more information on the Print Current Document Utility, see page 4-19 of the Utilities section.

You have now completed Training Lesson I!!! You can continue on with Training Lesson II, or experiment on your own.

TRAINING LESSON II

Training Lessons II-IV use a step-by-step approach to help you become comfortably familiar with the basics of MultiMate Word Processing on your Victor 9000. Following each step is a brief explanation of what to expect and, where applicable, additional information about that step. If you are pressed for time, it is not necessary for you to read each explanation since you will be able to proceed through the lessons by following each step.

Training Lesson II will show you how to type and edit your first document using the following functions:

3

Brightness and Contrast Control

A. CREATE NEW DOCUMENT

Caps Lock Key

Select "Create New Document" from the Main Menu

Naming the New Document

Entering Data in the Document Summary Screen

The Format Line

B. MODIFY A FORMAT LINE

Setting Tab Stops

Setting Line Length

C. INITIAL TEXT ENTRY

Using Tab Key

Typing Text

Word Wrapping

Scrolling Up/Down

Scrolling Right/Left

D. CHANGING THE TEXT

Strikeover
Top of Page
Character Insert/Delete
Insert Function
Highlighting
Delete Function

3

E. SAVING A DOCUMENT

Save/Exit key

F. EDIT OLD DOCUMENT

Select "Edit Old Document" from the Main Menu
Edit or Add to Document Summary Screen
Enter Document and Edit

To begin, bring up the MultiMate Main Menu as described on page 2-28 of the Getting Started section.

Brightness and Contrast Control

Locate the four cursor positioning keys to the lower right of the main keyboard. They are:

↑ cursor up	↓ cursor down
← cursor left	→ cursor right

Brightness:

While pressing the ALT key down (it's just to the left of the space bar), strike the Cursor Up key (↑) two or three times. Your screen display will get brighter. While still pressing the ALT key, strike the Cursor Down key (↓) two or three times. The display will get brighter.

Contrast:

Press and hold the ALT key down again. Strike the Cursor Left key (←) two or three times. Just the menu will get lighter. To make it darker, hold the ALT key down again and strike the Cursor Right key (→) two or three times. (The menu will get darker.)

Using these instructions, adjust the brightness and contrast to your comfort level. You'll be able to do this at any time.

A. CREATE NEW DOCUMENT (Your screen should still be displaying the Main Menu.)

3

1. Press the number "2" key in the second row from the top of your keyboard.
2. Press the RETURN key once.

The system will now display a screen on which you'll name this new document. Below is a sample of this screen:

CREATE A NEW DOCUMENT
Enter the name of the New Document

Drive: _____ Document: _____

Approximately _____ characters [_____ Page(s)] available on Drive _____

Your cursor will be at the beginning of the Document Name line. This line holds a maximum of 20 alphanumeric characters. When typing on this line, you can use numbers and upper and/or lower case letters. Later on, when the document name is displayed on your document listing, only the first eight letters typed on this line will appear. They will be all in CAPS. Keep this in mind for easy recognition when you're naming future documents. For example, if you type a letter to Mary Willis, you would enter her last name first on this line.

The next line tells you approximately how many pages you have left on the drive. This will be of help to you later when planning the placement of your documents.

For now, let's assume you're Mary Jones and you want to type a short letter to **Harold Johnson** from Tom Davis . . .

3. Type **JohnsonHarold** on the line.

Don't worry about making a mistake. If you notice that all the letters you type here are in CAPS, you're in the CAPS mode. To get out of CAPS mode, press the CAPS LOCK key just once and you'll then be in lower case. Later, if you want to go back to the CAPS mode, you can depress the CAPS LOCK key again.

4. Press the RETURN key once.

The **Document Summary Screen** will appear. You'll see **Johnson Harold** already on the Document line. The cursor will be at the beginning of the **Author** line.

5. Type **TD** (Tom Davis' initials).
6. Press the RETURN key to move the cursor to the beginning of the **Addressee** line.
7. Type **Harold Johnson**

This Document Summary Screen is used for providing information relating to any document you create. The screen allows you to keep a record of each document with respect to who wrote it (**Author**), who it was being sent to (**Addressee**), who keyed it into the computer (**Operator**), as well as what kind of document it was and what the contents included (**Identification Key Words** and **Comments**). It will also tell you the date when the document was first created (**Creation Date**) as well as the last time the document was edited or revised (**Modification Date**). For more information about this screen see page 5-29 of the Reference Section.

October 3, 1983

Dear Harold,

Your order was received via special delivery late yesterday afternoon and will be ready in two weeks.

As I mentioned to you Monday, because the order is for over \$2,000, Associated will receive the preferred customer 10% discount.

Thank you for thinking of us. If there are any problems, please don't hesitate to call.

Best Regards,

TOM DAVIS

3

B. MODIFY A FORMAT LINE

As previously stated, the Format Line is used for line spacing (1= single spacing), setting tab stops (⇒), and specifying the length of lines rather than margins. At print time, you'll specify a left margin and the system will calculate a right margin.

For this letter, we need an additional tab set in column 55 and the line length set to column 70. To do this,

1. Press the Format Change key (F9) once. The cursor will be positioned in the Format Line.

Setting Tab Stops: (Remember, three tabs are already set at 5, 10, and 15)

2. Use the Right Cursor Positioning Arrow (→) to move the cursor to position 55 in the Format Line (you'll see the position number after the letters **COL:** in the Status Line).
3. Press the TAB key once. You've now set a tab stop for column 55.

Setting Line Length:

4. Now use the Right Cursor Positioning Arrow (→) to move the cursor to position 70 (Refer to the **COL:** indicator to show when you have reached 70).
5. Press the RETURN key once. You'll now see the Return symbol (↵) moved to Column Position 70. The tabs and line length are now set for this letter.
6. Press the Format Change key (F9) once to exit and set the Format Line.

C. INITIAL TEXT ENTRY

1. Press the TAB key four times. As you're doing this, look at the number in the upper right-hand corner of the screen after the column indicator (**COL:**). Each time you press the TAB Key, you'll see the numbers 5, 10, 15, and finally 55 appear after the **COL:**.
2. Type the date: **October 3, 1983**
3. Press the RETURN key once. The cursor will be at the beginning of the next line (**LINE: 2| COL: 1||**).

Usually you'll want two blank lines between the date line and the salutation of the letter, so now...

4. Press the RETURN key twice.

You'll see the Return symbol (↵) at the beginning of the two lines you've just skipped. Also, in the upper right-hand corner of the screen the line indicator will show **LINE: 4** (you're on the fourth line of the page).

5. Type: **Dear Harold,**
6. Press the RETURN key twice to end this line and leave one line blank between the salutation and the main body of the letter.

Once again, you'll see the Return symbol at the beginning of the line you've just skipped. You should now be on line 6.

7. Press your TAB key once. The cursor will automatically go to the fifth column position. (This is an informal letter.)
8. Type the following (and once again, don't worry about making any mistakes):

Your order was received via special delivery late yesterday afternoon

STOP TYPING. (You'll see that when you typed the word afternoon, it was automatically displayed at the beginning of the next line. This feature is called "word wrapping.")

9. Continue typing: **and will be ready in two weeks.**

Now you'll want to start the second paragraph.

10. Press the RETURN key twice.

This will end the line and leave one blank line between the first and second paragraphs.

11. Press the TAB key once to automatically tab in five spaces.
12. Type: **As I mentioned to you Monday, because the order is for over \$2,000, . . .**STOP TYPING (note that the "word wrap" feature placed "\$2,000" on the next line).
13. Continue typing: **Associated will receive the preferred customer 10% discount.**
14. Press the RETURN key twice.
15. Press the TAB key once.
16. Type: **Thank you for thinking of us. If there are any problems, please don't** (word wrap puts "don't" on the next line) **hesitate to call.**
17. Press the RETURN key four times.

You'll now want the closing to line up under the date. To do this . . .

18. Press the TAB key four times. Again you'll see **COL: 55** in the Status Line at the top of your screen.
19. Type: **Best Regards,**
20. Press the RETURN key four times allowing space for the signature.
21. Press the TAB key four times (your column indicator should be **COL: 55** again).
22. Press the CAPS LOCK key once and type: **TOM DAVIS**
23. Press the CAPS LOCK key once again to get out of the CAPS mode.
24. Press the RETURN key once to end your letter.

Scrolling Up/Scrolling Down

You might have noticed that when you typed **TOM DAVIS**, the dateline disappeared from the screen. The reason is that the screen displays between 22 and 23 lines of text and **TOM DAVIS** was on line 23. To see the dateline again,

1. Press the SHIFT key and the ↑SCRL↓ (scroll) key on the left of your keyboard just under the CLR/HOME key.

The dateline will appear and **TOM DAVIS** will disappear. This procedure is called "scrolling up, or Page Up." To "scroll down, or Page Down,"

2. Press the ↑SCRL↓ key without pressing the SHIFT key.

The only thing on your screen will be **TOM DAVIS**. To scroll up again,

3. Press the SHIFT key and the ↑SCRL↓ key.

Scroll Right/Scroll Left

1. Move your cursor so that it's over the **Y** in the word **Your** at the beginning of the first paragraph.

Let's assume you want to move the cursor to the end of the line you're on (i.e., after the word **yesterday**). You could hold down the Right Cursor Positioning key to do this. However, a faster way is to use the Scroll Right function. To do this,

2. Press and hold down the ALT key and press the F4 key.

The cursor will be over the space just after the word **yesterday**. To Scroll Left,

3. Press and hold down the ALT key and press the F3 key.

- 3 Your cursor will be over the tab symbol (⋈) just before the word **Your** on the same line.

The Scroll Left and Scroll Right functions will allow you to quickly move your cursor from any point in a line to either end of that line.

The Page Up and Page Down functions will allow you to quickly see the various screen sections.

D. CHANGING THE TEXT

Now suppose that you'd like to make some changes in the letter.

Strikeover Process

You can use Strikeover to type "on top of" existing text. The original characters will be replaced by the newly typed characters.

Let's assume that instead of **October 3**, you want the letter dated **October 4**.

First, you'll want to position your cursor at the top of the page. To do this,

1. Press and hold down the ALT key and press the Top of Page key (MODE/CALC).

This will move the cursor to the first character of the first line on the page (a Tab symbol in this example).

2. Press the Right Cursor Positioning Key (→) three times. The cursor will stop under each tab key until it reaches **COL: 54**.
3. Press the Right Cursor Positioning key (→) again until the cursor is over the **3** in **October 3**.
4. Type the number **4**. The date will now be **October 4, 1983**.

Insert/Delete Character

There are two keys just above the ENTER key to the far right of your keyboard. One is a "+", the other a "-". Using the date change above as an example, you could have also positioned your cursor on the **3**, pressed the "-" key (Delete Character key), pressed "+" key, and then the number **4** as an alternate means of making the change. These keys are handy in case you want to add or delete only one character at a time in your document.

Insert Function

Use the Insert function to add new text between existing characters or lines. You'll want to place your cursor just after the space(s), characters, or symbols into which you want copy to be inserted.

Perhaps now you want to add Harold Johnson's name and address just above the salutation. To do this,

1. Using the Down (↓) and Left (←) Cursor Positioning keys, move the cursor until it's over the **D** in the word **Dear**.
2. Press the Insert function key (INS) once. It's just to the right of the BACKSPACE key.

The prompt **INSERT WHAT?** will appear in the upper right of the screen. The only part of your letter remaining will be **Dear Harold,** << **Your order was recei**. This will be displayed in the lower right of your screen. Don't worry . . . Every time this function is used, all the text previously typed is saved in the computer's memory buffer and will return when you complete the Insert function.

3. Type: **Mr. Harold Johnson**

Notice that the inserted text is highlighted. If it doesn't appear to be, adjust your brightness and contrast controls accordingly as described at the beginning of this Training Lesson on page 3-26.

4. Press the RETURN key once.

5. Type: **Associated Systems, Inc.**

6. Press the RETURN key once.

7. Type: **291 South Street**

8. Press the RETURN key once.

9. Type: **Ashland, MA 31094**

10. Press the RETURN key three times.

11. Press the INSERT key once again to complete the Insert function.

Notice all the text following the inserted text reappears on the screen, and the inserted text is no longer highlighted. Your cursor will be over the **D** in the word **Dear**.

Highlighting/Delete

Before going on, let's take a moment to understand the concept of Highlighting. In order for the functions Move, Copy, External Copy and Delete to be performed, you must indicate the segment of the text to be moved, copied or deleted. To do this, you must use the Highlighting Process.

There are a number of ways in which you can indicate the text to be highlighted. First, however, you must initiate the function you wish to perform by pressing the desired function key. In this Training Lesson, we'll cover the Delete function. The Move, Copy, and External Copy functions will be covered in the next Training Lesson.

To delete text, position the cursor over the first character to be deleted. You'd then press the DEL (delete) function key which is just to the right of the INS key. The prompt **DELETE WHAT?** would then appear in the upper right-hand corner of the screen and the character that the cursor is positioned over would be highlighted. Then you would indicate, using the Highlighting Process, what text is to be deleted.

At this point, you can either press the Down and/or Right Cursor Positioning Arrows as many times as necessary to highlight text you wish to delete. Also, while still in the DELETE mode, you can highlight:

- Just one word..... by pressing ALT + F5
- An entire line..... by pressing ALT + F6
- An entire sentence by pressing ALT + F7
- An entire paragraph by pressing ALT + F8

You can also highlight text by pressing any letter, number, or punctuation mark.

If you should happen to accidentally highlight text that you don't want deleted, moved, or copied, you may, before doing anything else, dehighlight some of the text by using the Left or Up Cursor Positioning Keys. You may also press the ESCAPE (OFF/RVS/ON) key to leave everything as it originally appeared before you began the function.

After highlighting the text, you would then complete the function by pressing the Delete function key again. The text you've highlighted will have been removed from the screen.

If you were performing any of the other functions, (Move, Copy, or External Copy), after highlighting the text, you would then continue on with the instructions for the execution of that function.

Delete Function

To become familiar with the Highlighting and Delete functions, let's delete the last paragraph of the letter.

1. Using the Cursor Positioning Arrows, move the cursor to the beginning of the last paragraph.

Your cursor should be over the **T** in the word **Thank**.

2. Press the Delete (DEL) function key. It's immediately to the right of the INS key.

DELETE WHAT? will be displayed in the upper right-hand corner of your screen. Since we want to delete the whole paragraph, we need to highlight all of the characters in it. You could do this by holding down the Right Cursor Positioning key. One character at a time would be highlighted. You could also press the space bar down and one word at a time would be highlighted. However, the easiest way to highlight a paragraph is to press the ALT key and the F8 key at the same time. This will highlight up to the next Return symbol. So,

3. Press the ALT key and the F8 key (Para Highlight). The entire paragraph will now be highlighted.
4. Press the DELETE key once. All of the highlighted text (the last paragraph) will be removed.

For a more detailed explanation of the Delete function and Highlighting Process, refer to pages 5-26, 5-58 of the Reference Section.

At this point, your letter would be ready to print. First, let's see how to Save a Document and the procedures for returning to that document by using Edit Old Document from the Main Menu.

E. SAVING A DOCUMENT

When you've finished keying in or editing your document, you'll want that document saved (stored on your storage/document diskette).

1. To save your document now and return to the Main Menu, press the Save/Exit key (F10) in the upper right of the keyboard.

F. EDIT OLD DOCUMENT

Let's say you want to check your document and perhaps revise it before printing.

You should now be looking at the MultiMate Main Menu.

1. Press the number "1" key.
2. Press the RETURN key.

The Edit An Old Document screen will appear. You'll see the first eight characters of your document name **JOHNSON** listed underneath the word **Approximately**. You'll also notice that **Johnson Harold** is already on the document line. (The system remembers the last document you were working on and inserts that name for you.)

3. Press the RETURN key.

You'll now see the **Document Summary Screen**. If you want to add or change anything here, you may do so.

4. Press the Save/Exit key (F10) to exit this screen and continue to the first page of your document again.
5. Check over your document for any typographical errors and correct them using any of the functions previously discussed. When you've completed this, Press F10 (Save/Exit) to save your document and return to the Main Menu. You're now ready to start Training Lesson III.

C

O

C

TRAINING LESSON III

This lesson will familiarize you with the following functions (in this order):

- A. PAGE LENGTH
- B. PAGE BREAK
- C. PREVIOUS PAGE
- D. TOP OF PAGE/END OF PAGE
- E. NEXT PAGE
- F. GO TO PAGE
- G. CENTER
- H. PAGE COMBINE
- I. MOVE
- J. COPY
- K. SEARCH
- L. REPLACE
- M. INDENT
- N. HEADER SET UP
- O. PRINT A DOCUMENT

3

NOTE: At the end of the lesson, you'll print your document. You may want to set up your printer now.

To begin, you should be at the MultiMate Main Menu.

1. Press "2" (Create a New Document).
2. Press RETURN.

The **Create a New Document** Screen will appear. You'll see **JohnsonHarold** on the Document line—unless you've left MultiMate since working on Training Lesson II. (If you've left MultiMate since working on Training Lesson II, the Document line will be blank. In this case, type **Train 3**, as described in Step 3, and go on to Step 5.)

3. Type **Train3** right over **JohnsonHarold**.

You'll now have **Train3nHarold** showing on your Document line.

4. Press the DEL key 7 times to delete **nHarold**.
5. Press RETURN.

The **Document Summary Screen** will appear. We'll leave this blank for now.

6. Press F10.

3

A. PAGE LENGTH

You're now ready to make entries in this new document, but first, to check the page length:

1. Press and hold down the ALT key and press the F2 key.

In the lower left-hand corner of your screen you'll see **PAGE LINE LENGTH? [55]**. If you wanted to change this to 60 lines per page, you'd type 60 and press RETURN. For now, let's leave this at **55**.

2. Press RETURN.

Now we are going to start entering text into the document.

1. Press the CAPS LOCK key once.
2. Type **TABLE OF CONTENTS** and press RETURN twice.
3. Press the CAPS LOCK key once to exit the CAPS mode.
4. Type **Introduction** and press the RETURN key twice.
5. Continue typing:

1. A Word About Softword Systems, Inc. Word Processing <<
2. Inventory for Getting Started <<
3. How to Use this Manual <<
4. Keyboard Information <<

<<
Training Lesson I <<

1. How to Type and Edit Your First Letter <<

<<
Training Lesson II <<

- >> **Other Functions <<**

<<
Reference Section <<

1. Auto Page Numbering <<
2. Auto Underline <<
3. Back Tab <<
4. Center <<
5. Compressed Print <<

<<

3

B. PAGE BREAK

Suppose you want to create page 2 of this document.

1. Press the F2 key (Page Break).

A **PLEASE WAIT** prompt will briefly appear at the bottom of your screen. Looking at the top of your screen, you'll note that you are now on **PAGE: 2 LINE: 1 COL: 1**.

Let's leave this page blank and return to the first page of the document for a moment.

C. PREVIOUS PAGE

2. Hold down the ALT key (to the left of the space bar) and press the Prev Page key (C“÷”) found just under the F10 key in the upper right of your keyboard.

Looking at the top of your screen, you'll see that you're now on page **1**, line **19**. If it's not exactly line **19**, don't worry. There may not be any copy on your screen.

D. TOP OF PAGE/END OF PAGE

To go to the top of this first page,

3. Press ALT key and the Top of Page key (MODE CALC).

Your cursor will be over the **T** in the word **TABLE**.

To move your cursor to the end of the page,

4. Press the ALT key and the End of Page key C “%” on the right of your keyboard.

You'll be on line 23.

To go to page 2 again,

E. NEXT PAGE

5. Hold the ALT key down and press the Next Page C “X” key just to the right of the Prev Page key.

You'll now be on page 2 again. For longer documents with many pages, you'll use the Go to Page function. To demonstrate this,

F. GO TO PAGE

6. Press the F1 key.

In the lower left of your screen you'll see **GO TO PAGE? []**.

7. Type the number “1” and press RETURN.

You'll now be at the top of page 1.

Let's now go to page 2 again.

8. Press F1 and type the number **2**. Press RETURN.

You'll be at the top of page 2.

G. CENTER

Let's now assume you want to type **Utilities in Use** at the top of this page and you want it centered. To do this,

1. Press the F3 key.

You'll see the center symbol (↔)

2. Type **Utilities in Use** and watch the characters move to the left as they're being centered.
3. Press RETURN.
4. Enter ten more lines of text of your choice for practice.

After completing this, suppose you want everything you've typed on this page to be on page 1 — you want to combine the two pages into one.

H. PAGE COMBINE

1. Press the ALT key and Prev Page key (C “←”).

You should now be on page 1, line 19.

2. Press the Page Combine key combination: hold down the SHIFT key, and press the F2 key.

You'll now see the copy you entered on page 2 appear on page 1. (To combine pages, you always move the cursor to the end of the FIRST page you wish to combine and press SHIFT and F2.)

Now let's move the cursor to the top of page one.

3. Press ALT and Top of Page key (MODE/CALC).

I. MOVE

Let's move the word **Introduction** (now under **TABLE OF CONTENTS**) to the line just above **Reference Section**.

1. Position your cursor over the **I** in the word **Introduction** by pressing the Down Cursor key twice.
2. Press the Move Function key F7.

The system will prompt **MOVE WHAT?** in the upper right hand corner of the screen.

Use the Highlighting Process to highlight the word **Introduction** by

3. Pressing the Right Cursor Positioning Arrow to highlight the word and Return.
4. Press F7.

The system will prompt **TO WHERE?** in the upper right hand corner of the screen.

5. Move the cursor over the return symbol (↵) over the first **R** in **Reference Section**.
6. Press F7.

The word **Introduction** has now been moved to its new location.

J. COPY

Let's now suppose that you want the entire Reference Section to stay where it is but **ALSO** want it to appear immediately after the **TABLE OF CONTENTS** as well. To do this,

1. Position the cursor over the first character to be copied — the **R** in the word **Reference**.
2. Press the Copy function key F8.

The system will prompt **COPY WHAT?**

- 3. Use the highlighting process by holding down the (←) Right Cursor Arrow until the cursor is over the Return symbol after the **t** in the last word of the Reference section which is the word **Print**. You could also use any of the other highlighting methods described on page 5-58 of the Reference Section.
- 4. Press the F8 key.

The system will prompt **TO WHERE?** in the upper right of your screen.

- 5. Move the cursor over the Return symbol (↵) just under the first **T** in **TABLE OF CONTENTS**.
- 6. Press F8.

The Reference Section will now be in its original location AND also just after **TABLE OF CONTENTS**.

- 7. Press the ↑SCRL↓ key once to see the next screen.

K. SEARCH

Before describing Search and Replace, an explanation of the way these functions interpret words is necessary. The system does not look for a word, but rather for a character string. A character string includes letters, numbers, spaces, punctuation marks, tabs, spaces, returns, etc.

For example, if you were to search for the string “word”, every occurrence of “word” would be identified, including in Softword. However, if you were to search for the string (space/“word”/space), that is exactly what you would find: “word” preceded and followed by a space. But if “word” happened to be followed by a comma, for instance, it would not be identified since that string is (space/“word”/comma). NOTE: The system will start to Search or Replace from the point where the cursor is positioned in the document.

Let’s see how the Search function operates:

1. Move the cursor to the top of the first page of your document (ALT and Top of Page key MODE/CALC).
2. Press the Search function key F6.

After the prompt, **SEARCH FOR:**,

3. Type the word **auto**.
4. Press the Search function key (F6) again.

3 The system will search for the first occurrence of the word **auto** in the document and position the cursor over the **a** in **auto**. You might at this point press the Search function key (F6) to continue on to the next occurrence, or you can edit/delete the word which would end the Search mode. To resume the search for that same word **auto**, you could press the Search function key (F6) twice. You may also exit a Search mode by depressing any one of the Cursor Positioning keys once.

5. Press any of the Cursor Positioning keys to exit the Search mode.

L. REPLACE

To understand how the Replace function works,

1. Use any of the Cursor Positioning keys we've discussed to move the cursor to the top of page 1.
2. Press the Replace function key combination (Shift and F6).

The prompt in the upper right-hand corner indicates that you are now in the **REPLACE MODE**. There is also another prompt on the bottom line of the screen. It appears as follows:

TYPE OF REPLACE: 1)GLOBAL 2)DISCRETIONARY 3)ABORT

Global Replace means that the system will automatically go through your entire document and replace every occurrence of the old character string with the new character string.

Discretionary Replace means that the system will search through the document and stop at the first occurrence of the character string you would like to replace.

You would then be prompted **REPLACE? Y/N/ANY OTHER KEY TO ABORT**. At that point, you would press **Y** if you wanted to replace that first occurrence and **N** if you did not want to replace that occurrence. The system would then react accordingly and position the cursor at the next occurrence. To escape from the Replace mode, you would press any key [or you could press the Escape key (OFF/RVS/ON)].

ABORT simply means that you've changed your mind and do not wish to use the Replace function at this time. You would press any key to do this.

For now, we'll proceed by utilizing Discretionary Replace.

1. Type **2**.

The prompt **REPLACE WHAT? _____** will appear on the last line of the screen.

2. Type the word **auto**
3. Press just the F6 key.

A new prompt will appear asking **REPLACE WITH? _____**

4. Type the word **Automatic**
5. Press F6 again.

The system will identify the first occurrence of the word **auto** and then prompt **REPLACE? Y/N/ANY OTHER KEY TO ABORT**.

6. Press **Y** to replace the word **auto** (in "**Auto** Page Numbering") with **automatic**.

You'll then be at the next occurrence of the word **auto**.

7. Press **N** (assume you don't want to replace this occurrence of **auto** with **automatic**).
8. Press any key to escape from the Replace mode.

Let's now recreate a second page to this document for purposes of illustrating the next few functions.

1. While holding down the ALT key, press the End of Page key (C "%").
2. Press the F2 key (Page Break).

You should now be on page 2.

3. Press the RETURN key three or four times.
4. Type **NOW IS THE TIME**

Did you remember to use the CAPS LOCK key?

5. Press RETURN three times.

M. INDENT

In the first lesson, you learned how to use the TAB key. You'll remember that TABS are set automatically at 5, 10, and 15. Any tabs set in the Format Line also indicate where the INDENT can be used.

You're now ready to type the first line which you'll want indented 5 spaces. You could press the TAB key to get you to the 5th COL. Instead,

1. Press the INDENT key (F4) once.

You'll see the Indent symbol (→).

2. Type this famous quote three times as follows:

Now is the time for all good men and women to come to the aid of their party. Now is the time for all good men and women to come to the aid of their party. Now is the time for all good men and women to come to the aid of their party.

You'll see that the word **party** in the first sentence word wrapped to begin under the word **Now** on the first line. This is because with INDENT, consecutive lines of text will continue to indent—thereby saving you the trouble of pressing the TAB key for each indentation.

3. Press RETURN to end the INDENT function.

N. HEADER SET UP

Let's now assume that you have a multi-page document and you want to have: **Now is the Time — Book I** to appear at the top of each page starting with this page.

1. Move the cursor to the top of the page [ALT and Top of Page key (MODE/CALC)].
(If you had wanted the Headers to start on page one, you would have gone to the top of page one.)
2. Press the Insert (INS) key once.
3. Now, we'll type the Header symbol: While holding down the ALT key, press the character key "H."

The system will display the Header symbol (H).

4. Press RETURN.
5. Type **Now is the Time — Book I**
6. Press RETURN.

To end the Header command,

7. Hold down the ALT key, and press the character key "H."
8. Press RETURN.
9. Press the INSERT key (INS).

When you print your document, **Now is the Time — Book I** will appear at the top of this page. Assuming you had additional pages, this would also appear at the top of each one of them.

More information on Header (top of page) and Footer (bottom of page) setups can be found on pages 5-55 and 5-41 of the Reference section.

O. PRINTING A DOCUMENT

You should still be on page 2 of the above document. Make sure your printer is online and set up where you want to begin printing on the paper.

To print this document, you could go back to the Main Menu (by pressing F10), and select "3" (Print Document Utilities). To bypass this step (and print this current document),

1. Press and hold down the ALT key and press the white number C "3" key on the calculator keyboard (Print Current Document).

Your document will automatically be saved and you'll see the following screen:

Submit a Document for Printing			
Drive:		Document:	
Start print at page number	001	Stop print at page number	NNN
Left margin	000		
Pause between pages?	N	Right justification?	N
Draft print?	Y	Default pitch (4 = 10 cpi)	4
Lines per inch (6 or 8)	6	Header/footer first page number	000
Printer number	001		
Document page length	066	Number of original copies	001
		Printer type	EPSON
Print document summary screen?	N	Print spooling statistics?	N
Delete spooler entry when done?	Y	Print in (B)ackground or (F)oreground?	B
Current Time is: HH:MM:SS		Delay Print until Time is: HH:MM:SS	
Current Date is: MM/DD/YY		Delay Print until Date is: MM/DD/YY	

Printer type - only the first 16 are displayed

(Printer types will be listed here.)

Press F10 to Continue, Press ESC to Abort

In a moment, the entire print screen will be explained. Right now, we'll assume you're eager to get the document printed. Therefore, we'll explain only a few entries you'll have to make.

You'll notice your current document name, **Train 3** entered on the Document line. The cursor will be on the **Delay Print until Time is** line.

To move the cursor within this screen, you can use either the RETURN key or the Cursor Positioning keys. For now,

2. Press the RETURN several times and watch the cursor move through the various "fields" of information until it's across from the **Left Margin** indicator.

Let's assume you want a left margin of 5.

3. Type **005**

Your cursor will now be across from the **Start Print at Page Number** indicator which displays **001**. Let's leave this as it is.

4. Press RETURN once.

You'll now be across from the **Stop Print at Page Number** indicator.

The **999** entry means that the printer will print up to and including the last page of the document.

5. Bring your cursor to the **Pause between Pages?** line.

If you have only a single sheet of paper in your printer:

5a. Type **Y**

If you have continuous form paper:

5b. Type **N**

6. Bring your cursor to the **Printer Type** line and make the appropriate entry.

To start printing,

7. Press F10 (If using continuous form paper, you're done with this lesson).

NOTE: If you had a single sheet in your printer, and entered **Y** on the **Pause between Pages?** line, you'll hear a "beep" and see the Main Menu displayed. At the bottom of the menu, you'll see this display:

PRINTER PAUSE BETWEEN PAGES.
PRESS (ESCAPE) TO CONTINUE.

8. Press the Escape key (OFF/RVS/ON) to start printing page 1.

When page 1 is printed, you'll hear another "beep" and see the same Main Menu display just described.

9. Insert another paper in the printer.
10. Press the Escape key (OFF/RVS/ON) to start printing page 2.

You have now completed Training Lesson III! You can continue on with Training Lesson IV, or experiment on your own.

TRAINING LESSON IV

This lesson will teach you how to use the following advanced MultiMate Word Processing functions:

- I. Merge Functions
 - A. Set Up for Merge Documents
 - Primary (Fixed) Document
 - Secondary (Variable) Document
 - B. Merge Print Utility
- II. Library Functions
 - A. Library Document Set Up
 - B. Library Document Attachment
 - C. Library Entry
- III. Column Manipulation Functions
 - A. Column Set Up Using Decimal Tabs
 - B. Column Calculations — Horizontal Addition
 - C. Column Calculations — Vertical Addition
 - D. Column Insert
 - E. Column Delete
 - F. Column Move
 - G. Column Copy

I. MERGE FUNCTIONS

Note: At the end of this lesson, you'll print a document. You may want to set up your printer now.

Suppose you now wanted to type basically the same letter to 20 customers and yet wanted each letter personalized. With Merge Print, you'll only have to type the basic letter once. Later, you'll enter the variable data to be inserted (merged) into the letter.

3

The document which contains the text of the letter is called the Primary Document. The document which contains the variable information (such as name, address, etc.) is called the Secondary Document.

When typing the basic letter (Primary Document), you must use Merge Codes to tell the system that information between the codes will be replaced with the variable information from the Secondary Document. The Merge Code symbol(⌘) is entered by pressing the ALT key and the character key "M" at the same time.

A. Set Up for Merge Documents

Primary (Fixed) Document

For this section, start at the Main Menu.

1. Press the number 2 key (Create a New Document).
2. Press Return.
3. On the **Create a New Document** screen, type **PRIMERG**
4. Press Return.
5. Leave the **Document Summary Screen** as it is and proceed to page 1 of the document by pressing F10.
6. Type the following letter entering Merge Codes (⌘) and Returns (↵) where indicated.

```

<<
November 25, 1983 <<
<<
<<
<<
<<
  + N + <<
  + S + <<
  + C + , + ST + + Z + <<
<<
Dear + SAL + ; <<
<<
It was a pleasure seeing you again at the New Products
Seminar last week. As you requested, I'm enclosing infor-
mation regarding our new + product + line. <<
<<
Let me know if you have any questions. <<
<<

```

3

This completes the Primary Document.

Secondary (Variable) Document

To create the Secondary Document (without going to the Main Menu again),

1. Press and hold down the ALT key and press the C“2” key (calculator key).
2. On the **Create a New Document Screen** type **SECMERG**
3. Press Return.
4. Leave the **Document Summary Screen** as it is and press F10.

For purposes of demonstration, we'll process just two of the “twenty” customers. Remember, each customer's information must be on a separate page.

5. Type the first page exactly as shown:

```
+ N + <<
Mr. John Smith + <<
<<
+ S + <<
49 Main Street + <<
<<
+ C + <<
Ashland + <<
<<
+ ST + <<
CT + <<
<<
+ Z + <<
06041 + <<
<<
+ SAL + <<
John + <<
<<
+ product + <<
Desktop + <<
<<
```

This is the end of information for the first customer.

6. Press F2 (Page Break function key).
Your cursor will now be on the first line of page 2.
7. Type this second page exactly as shown:

```
+ N + <<
Mrs. Harriet Jones + <<
<<
+ S + <<
24 Harvard Road + <<
<<
+ C + <<
Manchester + <<
<<
+ ST + <<
CT + <<
<<
+ Z + <<
```

```
06040 † ‹‹
‹‹
† SAL † ‹‹
Harriet † ‹‹
‹‹
† product † ‹‹
Countertop † ‹‹
‹‹
```

We're now finished with the **SECMERG** document.

3

B. Merge Print Utility

1. Press the ALT key and the white C "5" key on the calculator keyboard to save the document and proceed directly to the Merge Print Utility (this saves you the trouble of going back to the Main Menu). The following screen will be displayed:

MERGE PRINT A DOCUMENT

```
      MERGE DOCUMENT           MERGE DATA FILE
Drive: _____ Drive: _____
Name: _____ Name: _____
```

Approximately 00000000 characters [00000 Page(s)]
available on Drive_____

F10 to continue, Esc to abort, †SCRL† to switch drive directory

The Primary Merge Document is the main body of your letter which we've named **PRIMERG**.

2. Press the Return key once to go to the **Name:** line under **MERGE DOCUMENT**.
3. Type **PRIMERG**
4. Press the Return key again (twice) until you're at the beginning of the **Name:** line under **MERGE DATA FILE** (your **SECMERG** document).
5. Type **SECMERG**

6. Press F10 to continue to the next screen:

Submit a Document for Printing

Drive:		Document:	
Start print at page number	001	Stop print at page number	NNN
Left margin	000		
Pause between pages?	N	Right justification?	N
Draft print?	Y	Default pitch (4 = 10 cpi)	4
Lines per inch (6 or 8)	6	Header/footer first page number	000
Printer number	001		
Document page length	066	Number of original copies	001
		Printer type	EPSON
Print document summary screen?	N	Print spooling statistics?	N
Delete spooler entry when done?	Y	Print in (B)ackground or (F)oreground?	B
Current Time is: HH:MM:SS		Delay Print until Time is: HH:MM:SS	
Current Date is: MM/DD/YY		Delay Print until Date is: MM/DD/YY	

Printer type - only the first 16 are displayed

(Printer types will be listed here.)

Press F10 to Continue, Press ESC to Abort

In this screen, you may use the Return Key or Cursor Positioning keys to move the cursor to different entry fields. Each field is explained in detail on pages 4-11 to 4-14 of the Utilities section. For now, we'll only be concerned with a few of these entries so that we can print the Merge Document.

1. Bring your cursor to the **Left Margin** line.
2. Type **005** (this will give the document a left margin of 5 spaces).
3. Bring your cursor to the **Pause between Pages?** line.

If you have only a single sheet of paper in your printer:

- 3a. Type **Y**

If you have continuous form paper:

3b. Type **N**

4. Bring your cursor to the **Printer Type** line and make the appropriate entry for the printer you are using now.

To start printing,

5. Press F10. (If using continuous form paper, you're done with this section of Training Lesson IV. Proceed to Library Function Section.)

NOTE: If you had a single sheet in your printer and entered **Y** on the **Pause Between Pages?** line, you'll hear a "beep" and see the Main Menu displayed. At the bottom of the menu, you'll see this display:

PRINTER PAUSE BETWEEN PAGES.
PRESS (ESCAPE) TO CONTINUE.

6. Press the Escape key (OFF/RVS/ON) to print the Smith letter. When the letter is printed, you'll see the same display again on your screen.
7. Insert another sheet of paper into your printer.
8. Press Escape key(OFF/RVS/ON) to print the Jones letter.

You may now go on to the Library Functions section of this Training Lesson.

II LIBRARY FUNCTIONS

These Library functions consist of three procedures: Library (Document) Set Up, Library (Document) Attachment, and Library Entry.

Library Document can contain any phrases, words, or form setups that you use frequently and would not want to key in every time you want them in a document. An example might be a company name and address you type on top of each letter. Each word, phrase, paragraph, or form setup would be given an Entry Name. An Entry, in a Library Document, can be up to one page in length. Therefore, you can have many Entries in one Library Document.

Library Attachment is used to attach a particular Library to the document you are working on so that you can have access to the Library Entries contained in that particular Library. You may have many different types of Libraries (Documents) pertaining to certain applications. Attach them to your documents accordingly. If you have already attached a Library to a document, and you wish to attach another Library, the old Library attached first will be replaced by the new one you specify.

The Library Entry function is used to insert a particular Library Entry which must be contained in the Library you have attached to the document you are working on.

3

A. Library Document Set Up

You should now be at the Main Menu.

1. Press the number "2" (Create A New Document).
2. Press the Return key.
3. Type **LIBRARY2**
4. Press Return.

You are now on the **Document Summary Screen**. Notice the highlighted prompt: **If creating a Library, press F5 (Do not fill in screen)**.

5. Press F5.

The system will now ask for your first Library Entry Name which can be up to 3 alphanumeric characters.

6. Type **hd2**
7. Press Return.

This Entry Name will serve as a heading which you might use frequently at the top of various letters. Notice that the Status Line is a little different from a normal document. The labels which would normally say **DOCUMENT:** and **PAGE:** are now replaced with **LIBRARY:** and **ENTRY:**.

8. Enter the following text as shown. Use your Center Function Key (F3).

```

<<
<<
      <> Acme File Company<<
      <> 96 Premier Boulevard<<
      <> Station, VT 07249<<
<<

```

To key in the second Library Entry,

9. Press the Page Break function key (F2).
10. Type **cl2** for the Library Entry Name.
11. Press Return.

3

This entry will represent a frequently used closing to a letter. Notice that the **ENTRY** name has changed to **cl2** in the Status Line.

12. Key in the following text putting Returns where they are shown:

```

Sincerely,<<
<<
ACME FILE COMPANY<<
<<
<<
<<
<<
<<
John R. Hall<<
Account Representative<<
<<
JRH:fjb<<
<<
Encs.<<

```

We are now finished with the Entry and the Library (Document).

13. Press F10 to return to the Main Menu.

Now we'll revise our **PRIMERG** document.

14. Press the number "1" key (Edit Old Document).
15. Press Return
16. Type **PRIMERG**
17. Press Return.
18. You won't change anything in the **Document Summary Screen**, so press F10.

You should now be on the first line of the **PRIMERG** document.

3

B. Library Document Attachment

We're now going to attach our Library to the document.

1. Press the Library Attachment key combination, Shift and F5.

At the bottom of the screen, you will see:

What Library? Drive_____ Name_____

Press Help for a file directory.

2. Enter the name of the Library we've just set up: type **LIBRARY2**
3. Press Return.

The prompt **LIBRARY ATTACHMENT SUCCESSFUL** will appear on the screen.

C. Library Entry (Insert)

Where the cursor is now positioned is just the location we'd like our Library Entry with the heading text to be inserted.

1. Press the Library Function key (F5).
2. Type **hd2** where indicated in the prompt **Library Entry Name? []**.
3. Press Return.

The heading text should now be inserted at the top of the letter.

4. Position the cursor at the end of the page by using any of the Cursor Positioning keys.

We now want to insert the closing text which is the second Entry in our Library.

5. Press F5.
6. Type **cl2**
7. Press Return.

The closing text is now inserted. To save the document, press F10.

You can now go on to the third section of this Lesson and learn how to use the Column Manipulation functions.

III. COLUMN MANIPULATION FUNCTIONS

A. Column Set Up Using Decimal Tabs

For this exercise, you should be at the Main Menu.

1. Press the number "2" key (Create New Document) and then press Return.
2. Type **column**
3. Press Return.

Document Summary Screen will be displayed.

For now, make no entries on this screen.

4. Press F10 to proceed to page 1 of the new document.

For this example, we're going to be entering numbers in columns. You'll want to first set your Decimal Tabs. To do this;

1. Press F9 to get into the Format Line.
3. Position the cursor over the first preset tab (**col:5**).
3. Press the DEL key once.
4. Press the INS key once.

5. Position the cursor over the second preset tab (**col:10**).
6. Press the DEL key once.
7. Press the INS key once.

Leave in the third preset tab at (column 15).

8. Move the cursor to column position 25.
9. Press the TAB key once.
10. Move the cursor to column position 35.
11. Press the TAB key once.
12. Move the cursor to column position 45.
13. Press the TAB key once.
14. Move the cursor to column position 60.
15. Press the TAB key once.
16. Press F9 key to exit the Format Line.

You'll now be on line 1 of this document.

DECIMAL TAB FUNCTION (Shift and F4): This function aligns columns of numbers on their decimal points.

1. While holding down the Shift key, press F4.
2. Type **43.98**

You'll notice that the decimal point lines up under the Tab symbol (⤵) in the Format Line.

3. Hold down the Shift key again and press F4.
4. Type **87.52**
5. Press the Shift and F4.
6. Type **91.34**
7. Press the Shift and F4.
8. Type **104.98**
9. Press the Shift and F4.

You should now be on **COL:60**.

B. Column Calculations - Horizontal Addition

Let's now assume you want a total of the four numbers you've just entered. To do this;

1. Move the cursor back one space so that it is over the Decimal Tab symbol (■) (you should be in **Col:59**).
2. Press the ALT key and the letter "W" key (the Horizontal Addition function keys).

The displayed answer should be **327.82**

3. Now position the cursor to the space just after the figure.
4. Press the space bar twice.
5. Press Return.

Suppose you want to change **43.98** to **53.98** and get the new total.

1. Position the cursor over the **4** and press the number **5** key (Strikeover process).
2. Position the cursor over the Decimal Tab indicator (■) to the left of **327.82**.
3. Press ALT and W.

Your corrected total should now be **337.82**

4. Position the cursor over the Return symbol after **337.82**.
5. Press the INS key.
6. Strike the space bar three times.
7. Press the INS key.

You're now ready to make entries on line 2.

1. Position the cursor at the beginning of line 2 (press the Down Cursor Positioning Arrow once).
2. Press the Shift and F4.
3. Type **987.991**

(Notice how the decimal point lines up under the decimal point in **53.98**).

4. Press the Shift and F4.
5. Type **56.778**
6. Press the Shift and F4.
7. Type **—88.90** (you can also add minus numbers in this function).
8. Press the Shift and F4.
9. Type **64.24**
10. Press the Shift and F4.
11. Move the cursor back one space so that it's over the last Decimal Tab.
12. Press the ALT and W to total the numbers in this line.

The answer, **1020.109** will be displayed.

13. Move the cursor to the space after this number.
14. Press the space bar twice.
15. Press Return.

You should now be on line 3.

C. Column Calculations - Vertical Addition

1. Press the Shift and F4.
2. Move the cursor back one space so that its over the Decimal Tab.
3. Press the ALT and the letter "V" (the Vertical Addition function keys).

The system will add **53.98** and **987.991** for your answer: **1041.971**.

4. Move the cursor to the space after **1041.971**
5. Press the Shift and F4.
6. Move the cursor back one space so that its over the last Decimal Tab.
7. Press the ALT and V.

The system will add **87.52** and **56.778** for your answer:
144.298

8. Move the cursor to the space after **144.298**.
9. Press the Shift and F4.
10. Move the cursor back one space so that its over the last Decimal Tab.
11. Press the ALT and V.

The system will add **91.34** and **—88.90** for the answer: **2.44**

12. Move the cursor to the space after **2.44**
13. Press the Shift and F4.
14. Move the cursor back one space so that it's over the last Decimal Tab.
15. Press the ALT and V.

The system will add **104.98** and **64.24** for the answer:
169.22

16. Move the cursor to the right of **169.22**
17. Press the Shift and F4.
18. Move the cursor back one space so it's over the Decimal Tab symbol.
19. Press the ALT and V.

The system will add **337.82** and **1020.109** for the answer:
1357.929

20. Move the cursor to the right of this number.
21. Press the space bar twice.
22. Press Return.

D. Column Insert

Look at the first column of numbers:

53.98
987.991
1041.971

Assume you want to insert 2 spaces after the decimal point in each of these numbers.

3

1. Position the cursor over the **9** in **53.98** (spaces or characters will always be inserted to the left of the cursor position).
2. While holding down the SHIFT key, press the F3 key once (this is the Column Manipulation key combination).

The system will prompt **COLUMN MODE** in the upper right of the screen.

3. Press the INS key.

COLUMN INSERT will be displayed in the upper right and at the bottom of your screen you'll see:

INSERT # of Columns 0 0 # of Lines 0 0

Your cursor will be over the first **0**.

4. Type **02** (to insert 2 spaces).
5. Press Return once to move the cursor to # of lines entry.
6. Type **03** (there are three lines in the column).

If you had only wanted the spaces inserted in **53.98** and **987.991** you would have typed **02** here.

7. Press F10.

You'll now see the 2 spaces inserted in each line of this column.

E. Column Delete

Let's now assume that you want to delete the last column of numbers:

337.82
1020.109
1357.929

1. Move the cursor over the Decimal Tab symbol (■) to the left of **337.82**
2. Press the Column Manipulation key combination which is Shift and F3.

COLUMN MODE will be displayed in the upper right of the screen.

3. Press the DEL key.

COLUMN DELETE will be displayed and you'll see this at the bottom of the screen:

(←) and (→) to Define Width THEN (!) to Define Length.

You must tell the system how wide and how long the column is that you want deleted. You do this by first using the Left and Right Cursor Positioning keys to define the width of the column.

4. Press the Left Cursor key twice.
5. Press the Right Cursor key 10 times.

This will highlight the space located just after the **2** in **337.82** and just above the **9** in **1020.109**

You've now defined the width of the column.

To define the length of the column,

6. Press the Down Cursor Positioning key twice.

All three numbers will be highlighted.

7. Press the DEL key.

The column will be deleted from the screen.

For more information on this process, refer to page 5-15 in the Reference Section.

F. COLUMN MOVE

Suppose you now want to move this column:

91.34
—88.90
2.44

so that it's directly under this column:

104.98
64.24
169.22

1. Move the cursor to the beginning of line 4.
2. While holding down the Shift key, strike the F4 key 3 times. (You should now be on **COL: 59.**)
3. Press Return.
4. Repeat step 2.
5. Press Return.
6. Repeat step 2.
7. Press Return.
8. Move the cursor over the **9** in **91.34**
9. Press INS.
10. Press the space bar once.
11. Press INS.
12. Move the cursor so that it's over the **2** in **2.44**
13. Press INS.
14. Press the space bar once.

15. Press INS.
16. Move the cursor back over the **9** in **91.34** (the beginning of the column you want to move).
17. Press the Shift and F3 (Column Manipulation key combination).
18. Press F7 (the MOVE function key).

COLUMN MOVE is displayed in the upper right of the screen.

You'll see the following at the bottom of the screen.

3

(←) and (→) to Define Width THEN (!) to Define Length.

19. Press the Left Cursor Positioning key 3 times.
20. Press the Right Cursor Positioning key 8 times.

To define the length of the column,

21. Press the Down Cursor Positioning key twice.

All the numbers in the column should be highlighted.

22. Press F7.

The column will momentarily disappear and **TO WHERE?** will be displayed in the upper right of the screen.

23. Position the cursor so that it's over the Decimal Tab symbol (■) under the **9** in **169.22**
24. Press F7.
25. Your new column will now look like this:

104.98
64.24
169.22
91.34
-88.90
2.44

G. Column Copy

Now let's assume you want to leave

```
  91.34
-88.90
  2.44
```

where it is and also place this column of numbers under the following:

```
  53.
 987.
1041.
```

1. Move the cursor over the **9** in **91.34**
2. Press the Shift and F3.
3. Press F8 (Copy Function key).

COLUMN COPY will appear in the upper right of your screen and you'll see:

(←) and (→) to Define Width THEN (↓) to Define Length.

To highlight the column,

4. Press the Left Cursor Positioning key 3 times.
5. Press the Right Cursor Positioning key 8 times.
6. Press the Down Cursor Positioning key twice to highlight the next two lines.
7. Press F8.

The system will prompt **TO WHERE?**

8. Move the cursor over the Decimal Tab symbol just under **1041.**
9. Press F8 to execute the Copy function.

10. Your new column will now look like this:

53. 98
987. 991
1041. 971
91.34
-88.90
2.44

Congratulations! You have completed Training Lesson IV and the entire Training Section. We hope you've found the Training Lessons helpful and easy to understand. Remember, you can refer back to these Lessons at any time, or locate a particular function in the Reference section for step-by-step instructions. Also, the on-line Help facility is only a keystroke away as an additional guide when using the MultiMate Word Processor.

GOOD LUCK!

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UTILITIES

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UTILITIES

OVERVIEW

4.1

MultiMate incorporates two types of utilities:

- (1) Utilities accessible from the MultiMate Main Menu.
- (2) Stand-alone utilities—accessible from the Disk Operating System (DOS).

These two groups of utilities are each presented in alphabetical order.

4

- (1) Utilities Accessible from the MultiMate Main Menu

Document Handling Utilities

Merge Print Utility

Other Utilities

Print Current Document Utility

Printer Control Utilities

- (2) Stand-Alone Utilities

Document Recovery Utility

Edit Printer Action Table

File Conversion Utility

UTILITIES ACCESSIBLE FROM THE MULTIMATE MAIN MENU

4.2

DOCUMENT HANDLING UTILITIES

4.2.1

Document Handling Utilities are used to perform any of the following six utilities relative to your document. To execute the Document Handling Utilities, enter the number **6** in the space provided on the MultiMate Main Menu, and press the Return key.

The system will display the Document Handling Utilities Menu:

DOCUMENT HANDLING UTILITIES MENU

1. Copy a Document
2. Move a Document
3. Delete a Document
4. Rename a Document
5. Print Document Summary Screens
5. Search Document Summary Screens

DESIRED FUNCTION: ____

Enter the number of the function: press RETURN

Press F10 to return to Main Menu

4

1. COPY A DOCUMENT

Use this utility to copy (duplicate) a document.

Copying a document allows you to:

- ▶ Make a back-up of a single document, if only one document on a diskette has been changed.
- ▶ Create an original version and a version you can edit. This is very useful if you are not sure of the effect of any changes you may make. This way, you can then compare the two versions.

After selecting this function, fill in the following screen:

```
COPY FROM:                TO:
    Drive: _____    Drive: _____
    Document: _____  Document: _____
```

(Documents on the selected drive will be listed here.)

Enter the appropriate information and press F10, or press ESC to abort, or press ↑SCRL↓ to switch directory drive selection

You will specify the source (FROM) document and the destination (TO) document, and the drives corresponding to these documents. The Page Down key (↑ SCRL ↓) may be used to view documents on another drive.

After filling in the requested information and pressing F10, the system will prompt you to:

- a. Insert diskette(s) for the copy operation
- b. Press any key to start the copy
- c. Replace the original diskettes (if they were removed for the copy operation)
- d. Press any key to complete the copy operation

You may copy a document onto the same diskette as long as the FROM and TO names are different. On one diskette, no two documents may have the same name. You may copy a document from one diskette to another (here document names may be the same).

2. MOVE A DOCUMENT

Use this utility to move (not duplicate) a document from one diskette to another. The document you are moving will be deleted from the original (source) diskette and will appear only on the new (destination) diskette where it is moved.

After selecting this function, fill in the following screen:

```
MOVE FROM:                TO:
Drive: _____        Drive: _____
Document: _____      Document: _____
```

(Documents on the selected drive will be listed here.)

Enter the appropriate information and press F10, or press ESC to abort, or press (↑ SCRL ↓) to switch directory drive selection

You will specify the source (FROM) document and the destination (TO) document, and the drives corresponding to these documents. The Page Down key (↑ SCRL ↓) may be used to view documents on another drive.

After filling in the requested information and pressing F10, the system will prompt you to:

- a. Insert diskette(s) for the move operation
- b. Press any key to start the move
- c. Replace the original diskettes (if they were removed for the move operation)
- d. Press any key to complete the move operation

You may move a document from one diskette to another but you cannot move a document if the FROM and TO drives are the same.

3. DELETE A DOCUMENT

Use this utility to remove (erase) a document from a diskette. As part of routine file maintenance, it's good practice to remove outdated documents you no longer need. Deleting old documents makes room for new information on your diskette and eliminates a possible source of confusion. Please plan ahead and check your typing before deleting any documents.

After selecting this function, fill in the following screen:

DELETE:

Drive: _____

Document: _____

(Documents on the selected drive will be listed here.)

Enter the appropriate information and press F10, or press ESC to abort, or press ↑SCRL↓ to switch directory drive selection

4

You will specify the document and its corresponding drive. The Page Down key (↑SCRL↓) may be used to view documents on another drive.

After filling in the requested information and pressing F10, the system will prompt you to:

- a. Insert diskette(s) for the delete operation
- b. Press any key to start the delete
- c. Replace the original diskettes (if they were removed for the delete operation)
- d. Press any key to complete the delete operation

The system will remove the document from the indicated drive.

4. RENAME A DOCUMENT

Use this utility to change a document's name. You may want to rename a document if you have found that the original document name was not clear, easy to type, or meaningful to you.

After selecting this function, fill in the following screen:

```
RENAME FROM:          TO:
Drive: _____
Document: _____  Document: _____
```

(Documents on the selected drive will be listed here.)

Enter the appropriate information and press F10, or press ESC to abort, or press !SCRL! to switch directory drive selection

You will specify the source (FROM) document and the destination (TO) document, and the drive corresponding to these document names. The Page Down key (! SCRL !) may be used to view documents on another drive.

After filling in the requested information and pressing F10, the system will prompt you to:

- a. Insert diskette(s) for the rename operation
- b. Press any key to start the rename
- c. Replace the original diskettes (if they were removed for the rename operation)
- d. Press any key to complete the rename operation

5. PRINT DOCUMENT SUMMARY SCREENS

Use this utility to print all of the Document Summary Screens on a diskette. This utility gives you a hard copy of all the information you have keyed into the Document Summary Screens on a diskette. If needed see Document Summary Screen on page 5-29 of the Reference Section.

After selecting this function, fill in the following screen:

PRINT DOCUMENT SUMMARY SCREENS

This utility will output all of the Document Summary Screens on a specified DRIVE to either the SCREEN or the PRINTER.

Drive: _____
(S)creen or (P)rint: S

NOTE: If you are going to output to the Printer, then the Printer MUST BE ON and NOT IN USE.

Enter ESCAPE to abort, or Enter the appropriate information, press F10.

After filling in the requested information and pressing F10, the system will output the Document Summary Screens to either the printer or the screen. (Use the letters **S** or **P** for **Screen** or **Printer**.)

If you are outputting to the printer, there will be two document screens per printer page.

If you are outputting to the screen you will be asked to press a key to continue. In either case, pressing the Escape key returns you to the Document Handling Utilities Menu.

6. SEARCH DOCUMENT SUMMARY SCREENS

Use this utility to search the Document Summary Screens on a diskette for selected information. This utility will supply a list of the documents meeting the search criteria. You will be able to search through the Document Summary Screens to find all the documents which have, as an example, Rich Joyner as the Addressee, or all the documents which have a Creation Date in the month of October. In other words, you will be able to search for any information you have keyed in on this screen.

After selecting this function, fill in the following screen:

SEARCH DOCUMENT SUMMARY SCREENS

This utility will search all of the Document Summary Screens on a specified DRIVE and output the names of the documents that are matched to either the SCREEN or the PRINTER.

Drive: _____
(S)creen or (P)rint: S

NOTE: If you are going to output to the Printer, then the Printer MUST BE ON and NOT IN USE.

Enter ESCAPE to abort, or Enter the appropriate information, press F10.

Then, fill in the following screen with the fields to be used as the search criteria:

SEARCH DOCUMENT SUMMARY SCREENS

DOCUMENT SUMMARY SCREEN

Document _____ Total pages _____
Author _____
Addressee _____
Operator _____

Identification key words:

Comments:

Creation Date MM/DD/YY to MM/DD/YY Keystrokes last session
Modification Date MM/DD/YY to MM/DD/YY Total keystrokes

Enter ESCAPE to abort, or
Enter the appropriate information, press F10

When searching through the Document Summary Screens using the Creation or Modification Dates as search criteria, enter the dates in the same format as previously discussed (ex. **02/05/83**). Enter the month, day, and year in that sequence. Separate the numbers with slashes. As you can see on the screen, you may enter a beginning date and an ending date. (the ending date follows "to" in both Create and Modification Date lines.) Any documents, created or modified in the range between the two dates specified, will be listed.

After filling in the information to search for (it is not necessary to fill in every line), the system will search for any match, and then output a list of document names that meet the criteria.

MERGE PRINT UTILITY

4.2.2

This utility is used to merge two documents [the Primary (Fixed) Document and the Secondary (Variable) Document] for printing. After selecting Item **5** from the MultiMate Main Menu, the system will display the following screen:

```

                                MERGE PRINT A DOCUMENT

    MERGE DOCUMENT                MERGE DATA FILE
    Drive: _____                Drive: _____
    Name:  _____                Name:  _____

    (Documents on the selected drive will be listed here.)

    Enter the appropriate information and press F10, or press ESC
    to Abort, or press !SCRL! to switch directory drive selection

```

After filling in the names of the documents and pressing F10, the system will display the following screen:

```

                                Submit a Document for Printing

    Drive:                                Document:
    Start print at page number            001  Stop print at page number            NNN
    Left margin                            000
    Pause between pages?                   N    Right justification?                   N
    Draft print?                            Y    Default pitch (4 = 10 cpi)            4
    Lines per inch (6 or 8)                 6    Header/footer first page number       000
    Printer number                          001
    Document page length                    066  Number of original copies              001

                                           Printer type                            EPSON
    Print document summary screen?         N    Print spooling statistics?            N
    Delete spooler entry when done?        Y    Print in (B)ackground or              B
                                           (F)oreground?
    Current Time is:  HH:MM:SS              Delay Print until Time is:  HH:MM:SS
    Current Date is:  MM/DD/YY              Delay Print until Date is:  MM/DD/YY

    Printer type - only the first 16 are displayed

    (Printer types will be listed here.)

    Press F10 to Continue, Press ESC to Abort

```

Fill in the fields after reviewing the descriptions on the following pages.

Drive

Enter the letters **A** through **P** indicating the disk drive containing the document to be printed.

Document

Enter the first eight characters of the document name.

Delay Print Time

If this field is filled in, printing won't start until the time indicated (Format: **HH/MM/SS**.) If this field is not filled in, it will reflect the Current time.

Delay Print Date

If this field is filled in, printing won't start until the date indicated (Format: **MM/DD/YYYY**.) If this field is not filled in, it will reflect the Current Date.

Print Document Summary Screens

If you enter a **Y**, the system will print the Document Summary Screen before printing the document. (Default is **N**.)

Print Spooling Statistics

If you enter a **Y**, the system will print spooling statistics before printing the document. (Default is **N**.)

Delete Spooler Entry When done

If you answer **N** to the Delete Spooler Entry question, your document will be printed and then left on the Spool Queue in a "Hold" status. You may want to do this if you are printing a document and may want to print it again later. (Use the Printer Control Utilities to release or delete a document on "Hold.") A **Y** will cause the spooler entry to be removed upon completion of printing. Documents on the Spool Queue are saved, when you Return to DOS, and restored when you restart MultiMate (re-boot).

Print in Background or Foreground

You would normally use a **B** for Background Printing so that you can edit another document while one document is printing. For special forms and single sheet printing, you should use Foreground Printing, **F**, for more control. When printing a document in Foreground, you can't edit another document. (A Merge document prints only in the Foreground Print mode.) Press the Escape key to stop a document from printing in the Foreground Print mode. Press the Required Cancel key to bring you to the Printer Queue Control Screen used to stop a document from printing in the Background Print Mode (from anywhere except Column Manipulation, Foreground Print and Edit Format Line). Press "1" in this screen to Remove a Document from the Spool Queue.

Left Margin

4

Enter a 1-3 digit number for the number of spaces to be inserted at the beginning of each line (where your left margin will be located). Your right margin is calculated automatically.

Start Print at Page Number

Enter a number between **1** and **999**. The print utility will start printing at the page indicated. To print only one page in a document, for example page 11, enter Start Print at page Number 011, and enter 011 for Stop Print at Page Number.

Stop Print at Page Number

Enter a number between **1** and **999**. this print utility will stop printing at the page indicated.

Header/Footer First Page #

Enter a one to three digit number to be used by the Automatic Page Numbering feature for the first page number to print on encountering the first # in a Header or Footer.

Printer Number

Enter a numeric digit (**1** to **3**) to select a printer if you have more than one printer on your system.

Number of Original Copies

Enter the number of copies of the document you wish to have printed.

Document Page Length

Enter a numeric value between **1** and **200**. This value should indicate your page length in sixths of an inch. A standard page is 11 inches long; therefore you should enter **66** in this field.

Pause Between Pages

Enter an **N** for continuous forms. Use a **Y** if you want to print on cut sheet paper and your printer doesn't automatically stop at the end of each sheet. Pause Between Pages works in both the Background and Foreground Print modes.

4

Right Justification

Enter an **N** to prevent right justification of your text. Use a **Y** to right justify your text. If needed, see Right Justification on page 5-109 of the Reference Section.

Draft Print

Enter a **Y** to print your document in a Draft or Single Strike mode. Enter an **N** to print your document in Enhanced or Double Strike mode. If your document contains Draft or Enhanced printer commands, the commands in the document will override this command.

Default Pitch

Enter a single digit number from **1-9**. This figure will be used to determine the number of characters to be printed per inch. The exact number of characters per inch will be determined by the printer you are using. A **1** pitch indicates the fewest number of characters per inch, (which is normally 5 or the same as Expanded on some printers). A **4** pitch is used for 10 characters per inch and a **5** pitch for 12. An **8** or **9** pitch will give you the most compressed printing at 16.5 or 17 characters per inch. If your printer doesn't have the particular pitch selected, the closest available pitch will be used. If needed, see Print Pitch on page 5-98 of the Reference Section.

Default Pitch

Enter a single digit number from **1-9**. This figure will be used to determine the number of characters to be printed per inch. The exact number of characters per inch will be determined by the printer you are using. A **1** pitch indicates the fewest number of characters per inch, (which is normally 5 or the same as Expanded on some printers). A **4** pitch is used for 10 characters per inch and a **5** pitch for 12. An **8** or **9** pitch will give you the most compressed printing at 16.5 or 17 characters per inch. If your printer doesn't have the particular pitch selected, the closest available pitch will be used. If needed, see Print Pitch on page 5-98 of the Reference Section.

Example of Variable Pitch Sizes

This is pitch number 1.

This is pitch number 2.

This is pitch number 3.

This is pitch number 4.

This is pitch number 5.

This is pitch number 6.

This is pitch number 7.

This is pitch number 8.

This is pitch number 9.

The above example was printed on an IDS MicroPrism. As you can see, pitch sizes 5, 6, 7 and pitch sizes 8 and 9 have been printed in the closest available pitch.

Lines per Inch

Select either 6 or 8 lines per inch, if supported by your printer.

Printer Type

Enter the name of the printer you will be using from the list provided on the bottom of the screen.

OTHER UTILITIES

4.2.3

Other Utilities are used to: Edit System Format Line; Edit Drive Defaults; Edit System Defaults; and Edit Document Defaults.

To execute these utilities, enter the number **7** in the space provided on the MultiMate Main Menu and press the Return key.

The system will display the Other Utilities Menu:

OTHER UTILITIES MENU

1. Edit System Format Line
2. Edit Drive Defaults
3. Edit System Defaults
4. Edit Document Defaults

Function:

Enter Function Number, Press Return

Press F10 to Return to Main Menu

4

1. EDIT SYSTEM DEFAULT FORMAT LINE

Use this utility to change the System Format Line. The System Format Line is the default Format Line that is inserted at the top of the first page of a new document.

After selecting this function, fill in the following screen:

System Format Line Modification

Page Format Line

|1.. > ... > ... > <<

Column:

Right Margin:

Single Line Spacing

Press F10 when modification complete
or Escape to abort modifications

The System Format Line is set at 75 characters wide (right margin). The cursor is positioned at Column 3 in the Format Line. Move the cursor within the Format Line to set your tab stops and line length (right margin). Line spacing default is set to single line spacing. Line spacing may be changed by positioning the cursor on the "1" (Column 1 position in the Format Line). Type in your desired line spacing.

For further instructions on modifying the Format Line see Format Line Set Up on page 5-47 of the Reference Section.

2. EDIT DRIVE DEFAULTS

Use this utility to set system defaults for disk drives. The system has been supplied for two floppy drives labeled A and B. If you have a hard disk or additional floppies, use this utility to modify the supplied defaults.

Please see Default Value and Default Drive on page 1-11 of the Introduction Section. See also page 2-15 of the Getting Started Section.

After selecting this function, the following screen will be displayed:

```

                DRIVE DEFAULT MODIFICATON

System Drive      A   (Enter the letter of the
Document Drive    B   desired default drive in the
Library Drive     B   space provided.)

Installed Drive Table:

ABCDEFGHIJKLMNPO (Enter Y beneath each
YNNNNNNNNNNNNNN drive letter if you have that
                    drive installed. Else enter
                    N.)

Drive Type Table: (Enter F beneath each
ABCDEFGHIJKLMNPO installed floppy or H
FF beneath each installed
                    hard disk.)

Press F10 when done or ESCAPE to Abort
```

4

Use the top part of the screen to enter your standard default drives.

System Drive - Enter the letter of the drive where you normally keep the system programs.

Document Drive - Enter the letter of the drive where you normally keep your documents.

Library Drive - Enter the letter of the drive where you normally keep Library Documents.

Use the bottom part of the screen to tell the system which drives you have installed and whether these drives are floppies or hard disks.

Installed Drive Table - Enter a **Y** beneath each drive letter if you have that drive installed. If you have two floppy drives, your table would look like this:

4

```
ABCDEF GHIJ KLMNOP  
YYNNNNNNNNNNNNNN
```

Drive Type Table - Enter **F** beneath each installed floppy or **H** beneath each installed hard disk. If you have two floppy drives, your table would look like this:

```
ABCDEF GHIJ KLMNOP  
FF
```

3. EDIT SYSTEM DEFAULTS

Use this utility to modify system defaults for: overriding widows and orphans; automatic page breaks; destructive backspace; acceptable decimal tab; number of lines per page; and saving a page on a page break.

After selecting this function, the following screen will be displayed:

```

                                MODIFY SYSTEM DEFAULTS

Override widows and orphans?  N   Acceptable decimal tab [. or ,]
Automatic page breaks?       N   Number of lines per page      55
Destructive backspace?      N   Page saved on page break?     Y

                                Press F10 to Continue, Press ESC to Abort

```

3. EDIT DOCUMENT DEFAULTS

Use this utility to modify existing document defaults for: overriding widows and orphans; automatic page breaks; acceptable decimal tab; and number of lines per page.

After selecting Item **4** from the Other Utilities menu, the system will display the following screen:

MODIFY DOCUMENT DEFAULTS

What is the name of the document?
Drive: _____ Document: _____

(Documents on the selected drive will be listed here.)

Press Return to Continue, Press ESC to Abort

After filling in the name of the document and pressing the Return key, the system will display the following screen:

MODIFY SYSTEM DEFAULTS

Override widows and orphans?	N	Acceptable decimal tab [. or ,]	
Automatic page breaks?	N	Number of lines per page	55

Press F10 to Continue, Press ESC to Abort

PRINT CURRENT DOCUMENT UTILITY 4.2.4

This utility is used to submit a document for printing. After selecting Item **3** from the Main Menu, the system will display the following screen:

```

                                PRINT A DOCUMENT

What is the name of the document you wish to print?

      Drive:  __   Document:  _____

      (Documents on the selected drive will be listed here.)

      Press Return to continue, ↑SCRL↓ to switch drive directory

```

After filling in the name of the document and pressing Return, the system will display the following screen:

4

```

                                Submit a Document for Printing

      Drive:                Document:

Start print at page number   001 Stop print at page number   NNN
Left margin                 000
Pause between pages?       N Right justification?       N
Draft print?                Y Default pitch (4 = 10 cpi)   4
Lines per inch (6 or 8)    6 Header/footer first page number 000
Printer number              001
Document page length       066 Number of original copies   001

                                Printer type                EPSON

Print document summary screen? N Print spooling statistics?   N
Delete spooler entry when done? Y Print in (B)ackground or
                                (F)oreground?                B

Current Time is:  HH:MM:SS      Delay Print until Time is:  HH:MM:SS
Current Date is:  MM/DD/YY      Delay Print until Date is:  MM/DD/YY

Printer type - only the first 16 are displayed

      (Printer types will be listed here.)

      Press F10 to Continue, Press ESC to Abort

```

Fill in the fields after reviewing the descriptions on pages 4-11 through 4-14 of the Merge Print Utility section.

To execute the Printer Control Utilities, enter the number **4** in the space provided on the MultiMate Main Menu, and press the Return key. Printer Control Utilities provide you access to the two following utilities.

PRINTER CONTROL UTILITIES

1. Printer Queue Control
2. Edit Printer Defaults

Function: _____

Enter Function Number, Press Return

Press F10 to Return to Main Menu.

4

1. PRINTER QUEUE CONTROL

If you select Item **1** from the Menu, the following screen will be displayed:

PRINTER QUEUE CONTROL

1. Remove a Document from the Queue
2. Place a Document on Hold
3. Release a Document from Hold
4. Move a Document to the top of the Queue
5. Restart the Document Currently Printing

The current Print Spool Queue will be displayed here).

File Status: **Printing** **Hold** Errors

Place the cursor next to the document name

4

Press a numeric key (1 to 5) for the function to be performed.

Press F10 to Return

Use this function to control entries on the Printer Spool Queue. Place the cursor next to the document name by using the Left and Right Cursor Positioning Arrows. After positioning the cursor, press the numeric key indicated next to the function you wish to perform. **CAUTION:** A **1** removes a document from the Queue (stops the document from printing) and you must re-submit the document if you want it to be printed.

2. EDIT PRINTER DEFAULTS

If you select Item 2 from the Menu, the following screen will be displayed:

```

                MODIFY PRINTER DEFAULTS

Start print at page number    001  Stop print at page number    NNN
Left margin                  000
Pause between pages?        N    Right justification?        N
Draft print?                 Y    Default pitch (4 = 10 cpi)   4
Lines per inch (6 or 8)     6    Header/footer first page number 000
Printer number               001
Document page length        066  Number of original copies    001

                                Printer type                EPSON

Print document summary screen? N  Print spooling statistics?    N
Delete spooler entry when done? Y  Print in (B)ackground or
                                (F)oreground                B

Printer type - only the first 16 are displayed

                (Printer types will be listed here.)

                Press F10 to Continue, Press ESC to Abort
```

Use this function to change the Printer Control defaults. Whatever you enter on this screen will be saved and used the first time you print a document. You can set the fields to the defaults you use most of the time.

**DOCUMENT RECOVERY
(RECOVERY) UTILITY****4.3.1**

The Document Recovery Utility is a stand-alone utility. This utility is only accessible after returning to the Disk Operating System (DOS), and therefore, is not provided as a selection of the MultiMate Main Menu.

Document Recovery (RECOVERY) is a utility on the "System" diskette which attempts to correct problems in a document relating to lost data, or missing Format Lines caused by improper removal of document diskettes. These errors will be displayed on the bottom line of the screen when working in a document.

If you encounter any of these errors, you should use the Document Recovery Utility to attempt to rebuild the document. Depending on the nature of the problem, the system may not recover the document.

The instructions for performing the Document Recovery Utility are:

1. Return to DOS from the Main Menu by pressing the **9** key followed by a Return (or press the Alternate key and the number **9** key simultaneously, from a page in a document).
2. Type: **RECOVERY** after the **A>**. Then press the Return key. The screen will display:

```
Document Recovery Utility  
Document Drive [  ]
```

3. Type in the drive (Example: **B**), which contains the document you wish to locate. (The system will then display a list of all the documents contained on the diskette in the specified drive.)

```
Document to be recovered [B:___ Doc]
```

4. Type in the first eight characters of the document to be recovered. If the document name is less than eight characters, you must press the Return key. Otherwise, the system will automatically display the next prompt:

```
Print Document Recovery Reports? (Y/N)
```

5. You may enter either an **N** or a **Y**. In most cases, you would enter an **N**, so the system will not print out the Document Recovery Reports. If you enter a **Y**, the system will print out technical information pertinent to that document which may not be of interest to you. (If you enter a **Y**, please be certain your printer is on.)

(At this point, the system will display a number of message prompts explaining what is happening in the recovery process.) The system will then display:

Document Recovery Complete.

The DOS prompt, **A>**, will now be displayed on the screen.

EDIT PRINTER ACTION TABLE (EDITPAT) UTILITY

4.3.2

The Edit Printer Action Table (EDITPAT) Utility is a stand-alone utility. This utility is only accessible after returning to the Disk Operating System (DOS), and therefore, is not provided as a selection of the MultiMate Main Menu.

EDITPAT allows the user to edit and/or create your own Printer Action Table (PAT). A PAT is a file that the word processor uses to retrieve printer codes and information. EDITPAT accepts hexadecimal code to enter command sequences for printer tokens in the PAT files — and is therefore designed for the more advanced or knowledgeable users who can edit or customize their own PAT file. (Each PAT file contains approximately 800 bytes.)

To execute the EDITPAT.EXE program, press a 9 to Return to DOS from the MultiMate Main Menu. Make sure your “System” diskette containing the EDITPAT program and PAT files is in Drive A. Please be certain the system defaults is also in Drive A.

TO EDIT OR CREATE A PRINTER ACTION TABLE (PAT):

1. After the DOS prompt **A>** type in the following: **B:EDITPAT**
Press the Return key. If there are no PAT files on the “System” diskette, an error message will appear and you will return to DOS.
2.
 - a. Using up to eight characters, enter the name of the PAT you want to edit.
 - b. Or, using up to eight characters, enter the name of your printer — this will become the name of the new PAT.
3.
 - a. When editing a PAT, the existing command sequences will appear on the screen for the printer tokens.
 - b. When creating a new PAT, a blank template for the command sequences will appear on the screen.

Please note: The command sequences must be entered in hexadecimal code.

The following keys are operative:

ESCAPE	aborts the page that is being worked on, closes the file, returns to the PAT selection screen
F10	saves the page being worked on, closes the file, requests another PAT
HOME	go to the beginning of page
END	go to the end of page
RETURN	go to next token
BACKSPACE	go to previous character
DOWN ARROW	go to next line
LEFT ARROW	go to previous character
RIGHT ARROW	go to next character
UP ARROW	go to previous line
PAGE UP	go to previous page
PAGE DOWN	go to next page

4

4. Currently, EDITPAT displays seven pages of data for each PAT. Six of the seven pages are comprised of tokens (printer functions). The other page contains printer information. Up to seven hexadecimal codes can be entered for each token.
5. Crucial aspects of the EDITPAT printer information page (page six) are discussed in the following paragraphs:
 - a. The inter-character and inter-word spacing fields should be filled with zeros. MultiMate will use these fields when it supports proportional spacing.
 - b. The smallest vertical units must have either an O1, O2, or O4 in it. If a printer can not do quarter- or half-line spacing, then it should have an O4 in the field. If a printer can not do quarter-line spacing, then O1 goes into the field. The token number of the smallest vertical unit is directly related to the smallest vertical unit field. If you have put an O1 in the smallest vertical field unit field, then you should put an OA in the token number of the smallest vertical unit field. Likewise, an O2 should get an OB in the token field number, and an O4 should get an OC.

- c. Some printers do not allow changes in pitch on one line. If yours does not, put an **OO** in the multipass field for **YES**. Multipass is needed for changes in pitch.
 - d. Some printers require that a pitch sequence be reissued after a carriage return. If your printer does, put an **OO** in this field for **YES**, or an **OI** for **NO**.
 - e. When a printer is turned off, off line, out of paper, or has anything else wrong with it, MultiMate will wait a designated amount of time, and then display an error message. To avoid getting this error message during a form feed, the minimum time entered in this field should be the amount of time the printer would require to do a form feed on one blank sheet of paper.
 - f. This page has nine fields which contain the number of 120ths of an inch for the pitches entered previously. These fields are used to determine the number of spaces to output for a left margin, and multipass spacing for different pitches. To calculate the number of pitches for a particular pitch, divide 120 by the number of characters per inch. For example, the number of 120ths for 10 cpi is $120/10$, which equals 12. Therefore, there are 12/120ths in 10 cpi pitch. You must merely recall the pitch tokens and the characters per inch that have been assigned, complete the calculations, and convert the answers to hexadecimal.
6. If a printer can not be directly supported by MultiMate, the user must obtain the manual for that printer and put the appropriate printer codes in the PAT. This will customize MultiMate to run with that printer.
 7. After a PAT file has been created or edited, press the Save/Exit key (F10).
 8. Then press the Return key to exit to DOS, and the **A>** will be displayed on the screen.

If you have any questions or comments regarding the EDITPAT program, please call SoftWord System's support line: 1-800-435-7774. Please have the following information available when you call:

- ▶ MultiMate serial number
- ▶ printer model
- ▶ malfunction

FILE CONVERSION (FILECONV) UTILITY

4.3.3

The File Conversion Utility is a stand-alone utility. This utility is only accessible after returning to the Disk Operating System (DOS), and therefore, is not provided as a selection of the Main Menu.

File Conversion(FILECONV) is a utility on the "System" diskette which allows you to:

- ▶ Convert ASCII files to MultiMate documents.
- ▶ Convert MultiMate documents to ASCII files.
- ▶ Convert DIF™ files to MultiMate documents.

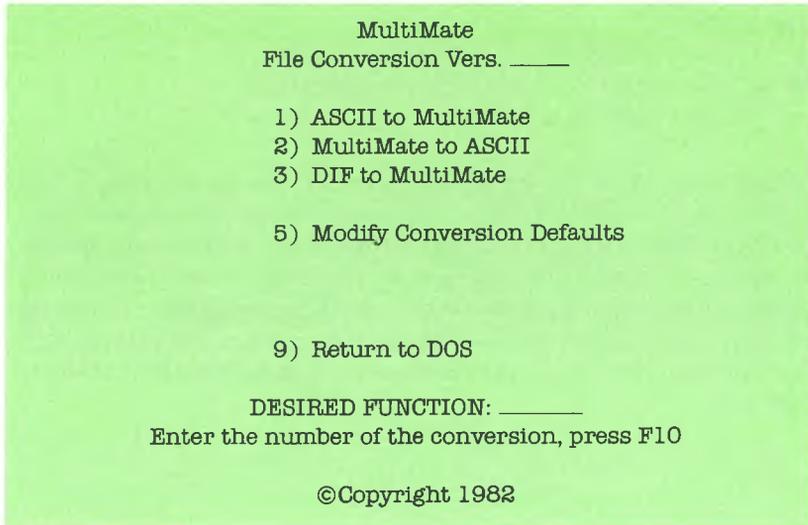
ASCII files are those files produced by text editors or word processing programs. DIF is a data interchange format used by many spreadsheets such as VisiCalc®. DIF is one type of output you'd receive from a spreadsheet program. (ASCII files may also be produced by some spreadsheet programs.) You may bring tables from a spreadsheet program or the output from the program editor or word processing program into a MultiMate document. Conversely, you may convert your MultiMate documents to ASCII files.

4

To execute the FILECONV.EXE utility, press a **9** to Return to DOS from the MultiMate Main Menu. Make sure your "System" diskette is in Drive A. Please be certain the system default is also Drive A.

1. After the DOS prompt, **A>**, type in the following: **FILECONV**
Press the Return key.

The system will display the File Conversion Menu:



ASCII to MultiMate

Use this utility to convert ASCII documents to MultiMate files.

After selecting this function, fill in the following screen:

```
From:      CONVERT      To:
           Drive:       Drive:
           File:        Document:

           Press F10 to Start Conversion
           Press ESC to Return to Main Menu
```

You will specify the source (FROM) file and the destination (TO) file, and the drives corresponding to these files.

Once the conversion is complete, the DOS prompt, **A>**, will be displayed on the screen.

4

MultiMate to ASCII

Use this utility to convert MultiMate documents to ASCII files.

After selecting this function, fill in the following screen:

```
From:      CONVERT      To:
           Drive:       Drive:
           Document:    File:

           Press F10 to Start Conversion
           Press ESC to Return to Main Menu
```

You will specify the source (FROM) file and the destination (TO) file, and the drives corresponding to these files.

Once the conversion is complete, the DOS prompt, **A>**, will be displayed on the screen.

DIF™ to MultiMate

Use this utility to convert DIF files to MultiMate documents. (DIF is a specific format for data interchange that is used primarily for storing tables of data.)

After selecting this function, fill in the following screen:

From:	CONVERT:	To:
	Drive:	Drive:
	DIF File:	Document:

Press F10 to Start Conversion
Press ESC to Return to Main Menu

4

You will specify the source (FROM) file and the destination (TO) file, and the drives corresponding to these files.

Once the conversion is complete, the DOS prompt, **A>**, will be displayed on the screen.

Modify Conversion Defaults

Use this utility to modify some of the system defaults which will be used when creating new MultiMate documents.

After selecting this function, fill in the following screen:

```

                Modify Conversion Defaults

                1) Format Line

                DESIRED FUNCTION:

                Select A Function And Press F10
                Press ESC to Return to Main Menu

```

Currently, Format Line is the only conversion default available for modification. Format Line is used to set the format (line length and tab settings) when creating new MultiMate documents. Once you have selected Item **1**, the system will display the following screen:

4

```

                Modify Default Format Line

                This is the format line which is going to be
                used when creating new MultiMate documents

                Format Line Length = 80           Cursor is at Column: 3

|1.....>.....>.....>.....>.....>.....>.....>.....>.....>.....<

                INS will extend the format line by one character
                DEL will compress the format line by one character
                Spacebar will remove the tab stop at the cursor
                Tab will insert a tab stop at the cursor
                Use left and right arrows to move within the format line

                Press F10 to COMPLETE CHANGES
                Press ESC to LEAVE WITHOUT KEEPING CHANGES

```

The Default Format Line is 80 characters wide with tab stops every eight characters to comply with most ASCII formats. The cursor is positioned at column 3 in the Format Line. You may modify the Default Format Line by following the instructions provided on the screen. Press the Save/ Exit key (F10) to complete the modification. Press the Escape key if you wish to abort the modification.

C

O

C

REFERENCE

C

O

C

AUTO PAGE NUMBERING

(Shift and 3)

Use this function to have the system automatically number pages in a document by using the pound sign (#) anywhere in the Header and/or Footer text.

Instructions	Notes
<p>After you have entered the appropriate symbols to begin a Header or Footer, type the pound sign (#) (Shift and the number '3' key) once. Then continue with the other instructions for Header or Footer Set Up.</p> <p>The pound sign (#) can be entered at any location within the Header or Footer text. See examples below.</p>	<p>The system will automatically number the pages from the point where the Header or Footer began until the end of the document, or until the Header / Footer is discontinued.</p>

5

Examples of Auto Page Numbering in relation to Format Line:

In a Header:

```
|1...>...>...>.....<<
  +<<
                                -- - # - --
  +<<                                Contract 74 <<
```

In a Footer:

```
f <<
                                Page # <<
  f <<
```

AUTO PAGE NUMBERING (cont'd)

(Shift and 3)

Instructions	Notes
<p data-bbox="158 517 638 574"><u>To Discontinue Auto Page Numbering in Header and/or Footer Text:</u></p> <p data-bbox="158 579 657 768">The example below illustrates a null (empty) Footer used to stop Auto Page Numbering from printing in Footer text. To discontinue Auto Page Numbering in Header text, substitute the character key "H" in Steps 1 and 3.</p> <p data-bbox="0 0 1 1">5</p> <ol data-bbox="158 789 657 1136" style="list-style-type: none">1. On the page you want to discontinue Auto Page Numbering, while holding down the Alternate key (Alt), press the character key "F."2. Press the Return key (RETURN).3. While holding down the Alternate key (Alt), press the character key "F."4. Press the Return key (RETURN).5. Repeat Steps 1 through 4 again.	<p data-bbox="720 794 996 844">The system will display the Footer symbol (<i>f</i>).</p> <p data-bbox="720 987 996 1037">The system will display the Footer symbol (<i>f</i>).</p> <p data-bbox="720 1116 996 1243">A null Footer is placed on both the odd and even numbered pages, discontinuing Auto Page Numbering from printing.</p>

Example of Null Footer:

f <<

f <<

Please Note: You select the first page number of the Auto Page Numbering feature to be printed at print time in the Print Current Document Utility. Enter a one to three digit number after "Header Footer First Page Number." The number you enter in this field will be the first page number to print when the first (#) in a Header or Footer is encountered.

AUTO UNDERLINE

(OFF/UNDL/ON)

Use this function to underline the text as it is being entered.

Instructions	Notes
<ol style="list-style-type: none">1. Move the cursor to the position where Auto Underline is to start.2. Press the Auto Underline key (OFF/UNDL/ON).3. Type in the characters to be underlined.4. To exit the Auto Underline mode, press the Underline key (OFF/UNDL/ON).	<p>The system will underline the characters on the screen as you type.</p>
<p><u>To De-Underline While in Auto Underline Mode:</u></p>	
<ol style="list-style-type: none">1. Move the cursor on the first character or symbol you want to de-underline.2. While holding down the Shift key, press the Hyphen/Underline key (≡).	<p>The system will delete just the underline (not the characters).</p>

BACK TAB

(Alt and TAB)

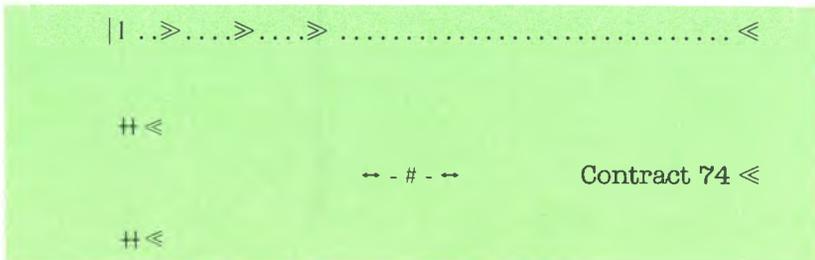
Use this function to move the cursor to the beginning of the line you are working on.

Instructions	Notes
<p>Press the Back Tab key combination: while holding down the Alternate key (Alt), press the Tab key (TAB).</p>	<p>The cursor will move to the beginning of the current line.</p>

Use this function to automatically center a line, or part of a line, between left and right margins.

Instructions	Notes
<p><u>To Center a New Line of Text:</u></p> <ol style="list-style-type: none">1. Move the cursor to the beginning of the line where centering is to take place.2. Press the Center function key (F3).3. Type the text to be centered.4. To end the Center function, press the Return key (RETURN). <p><u>If Additional Text is to Appear to the Right of the Centered Text:</u></p> <ol style="list-style-type: none">1. Press the Center function key (F3) after entering the text to be centered.2. Type in additional text.3. Press the Return key (RETURN).	<p>The Center symbol (↔) will appear halfway between the left and right margins on the current line.</p> <p>Text will automatically be centered as you type.</p> <p>The Center symbol (↔) will appear after the centered text.</p>

Example:



CENTER (cont'd)

(F3)

Instructions	Notes
<p data-bbox="141 505 546 532"><u>To Center an Existing Line of Text:</u></p> <ol data-bbox="141 553 630 976" style="list-style-type: none"><li data-bbox="141 553 630 613">1. Move the cursor on the first character or symbol to be centered.<li data-bbox="141 630 630 657">2. Press the Insert function key (INS).<li data-bbox="141 829 630 857">3. Press the Center function key (F3).<li data-bbox="141 922 630 976">4. Press the Insert function key (INS) to execute the Insert.	<p data-bbox="692 634 964 813">The system will prompt INSERT WHAT? in the upper right-hand corner of the screen. The following text (up to 35 characters) will be displayed on the bottom of the screen.</p> <p data-bbox="692 829 964 906">The Center symbol (↔) will appear in the middle of the line and will be highlighted.</p> <p data-bbox="692 922 964 998">The line will now be centered and the existing text will be automatically adjusted.</p>

5

COLUMN CALCULATIONS - Horizontal Addition

(Alt and W)

Use this function to sum lines of numerical text.

Instructions	Notes
<p>1. Enter the columns and/or rows of numbers using the Decimal Tab key combination (Shift and F4) to align your columns of numbers on their decimal points.</p>	<p>With Horizontal Addition, your row of numbers is limited in length by the the Format Line length.</p> <p>If needed, see Decimal Tab on page 5-25 of the Reference Section.</p>
<p>2. When you have entered in the numerical text, position the cursor to the location where you want the answer to be placed. The cursor must be positioned on a Decimal Tab ONLY.</p>	<p>If you position the cursor on a Decimal Tab with a number, this number will now be replaced with the answer when the Horizontal Addition key combination (Alt and W) is pressed. If you want the answer after a row of numbers, insert a new Decimal Tab at the end of the row of numbers. If you plan to enter text after the placement of the answer, you must first enter another Decimal Tab or a Tab. The reason is that when you sum horizontally, the answer replaces all text up to the Decimal Tab, Tab, or Return.</p>
<p>3. Press the Horizontal Addition key combination: while holding down the Alternate key (Alt), press the character key "W."</p>	<p>The system will start at the left margin of the line and look for a Decimal Tab. If the system finds one, then the number at the Decimal Tab will be summed with the others found in the line. The system will stop searching when it returns to the Decimal Tab where it started. The sum will be placed at the Decimal Tab where the cursor was originally positioned.</p>

COL. CALC. – Horizontal Addition (cont'd)

(Alt and W)

Instructions	Notes
---------------------	--------------

NOTES: Subtraction is accomplished by designating a number as negative, which is equivalent to adding a negative number.

To designate a negative number in Horizontal Addition either:

1. Place a hyphen to the left of the number
ex. -2.00
2. Place a hyphen to the right of the number
ex. 63.00-
3. Surround the number with parentheses
ex. (1,002.00)

5 A comma, parentheses, or dollar sign when used in the numerical text will be carried into the answer. Likewise, if several of the negative number designations are used in the numerical text, the answer will mimic a negative number designation based on the three priorities listed below, with the first as the top priority.

Priorities for negative number designation in the answer:

1. Hyphen on the left
2. Hyphen on the right
3. Parentheses

(This will be more clear when seen in the examples.)

NOTE: Horizontal Addition CANNOT be carried across pages.

COL. CALC. - Horizontal Addition (cont'd)

(Alt and W)

Instructions	Notes
--------------	-------

Examples of Column Calculations - Horizontal Addition

```

|1.....>.....>.....>.....>.....>.....<<
|<<
|>> >> >> >> Total <<
|■123.44 ■12.1 ■$100. ■5. ■$240.54<<
|■23.44 ■12.1 ■50. ■-2. ■83.54<<
|<<
|1.....>.....>.....>.....>.....>.....<<
|<<
|>> >> Total <<
|■3.44 ■12.1 ■15.54<<
|■123.44 ■12.1 ■135.54<<
|<<
|1.....>.....>.....>.....>.....>.....<<
|<<
|>> >> >> Total <<
|■$1,000.00 ■1,002. ■1,000. ■$3,002.00<<
|■999.00 ■(2.) ■-1,002. ■-2,003.00<<
|<<
|1.....>.....>.....>.....>.....>.....<<
|<<
|>> >> >> Total <<
|■$1,000. ■$1000 ■-123.44 ■$1,876.56<<
|■(1,002.) ■1000 ■23.44 ■25.44<<
|<<
|1.....>.....>.....>.....>.....>.....<<
|<<
|>> >> Total <<
|■123.44 ■-123.44 ■-246.88<<
|■(23.44) ■23.44 ■46.88<<
|■123.44 ■(123.44) ■.00<<
|<<

```

5

COLUMN CALCULATIONS - Vertical Addition

(Alt and V)

Use this function to sum columns of numerical text.

Instructions	Notes
<p>1. Enter the columns and/or rows of numbers using the Decimal Tab key combination (Shift and F4) to align your columns of numbers on their decimal points.</p> <p>5</p> <p>2. When you have entered in the numerical text, position the cursor to the location where you want the answer to be placed. The cursor must be positioned on a Decimal Tab only.</p>	<p>With Vertical Addition, your column of numbers is limited in length by:</p> <ul style="list-style-type: none">a. 150 lines of text/data space to a pageb. Format Line positioning—the answer will be calculated in that column up to a Format Line <p>If needed, see Decimal Tab on page 5-25 of the Reference Section.</p> <p>If you position the cursor on a Decimal Tab with a number, this number will now be replaced with the answer when the Vertical Addition key combination (Alt and V) is pressed. If you want the answer after a column of numbers, insert a new Decimal Tab at the end of the column of numbers. If you plan to enter text after the placement of the answer, you must first enter another Decimal Tab or a Tab. The reason is that when you sum vertically, the answer replaces all text up to the Decimal Tab, Tab, or Return.</p>

COL. CALC. - Vertical Addition (cont'd)

(Alt and V)

Instructions	Notes
3. Press the Vertical Addition key combination: while holding down the Alternate key (Alt), press the character key "V."	The system will start at the previous line and look for a Decimal Tab. If the system finds one, then the number at the Decimal Tab will be summed with the others found in the column. The system will stop searching when it reaches a Format Line. The sum will be placed at the Decimal Tab where the cursor was originally positioned.

5

NOTES: Subtraction is accomplished by designating a number as negative, which is equivalent to adding a negative number.

To designate a negative number in Vertical Addition either:

1. Place a hyphen to the left of the number
ex. -2.00
2. Place a hyphen to the right of the number
ex. 63.00-
3. Surround the number with parentheses
ex. (1,002.00)

A comma, parentheses, or dollar sign when used in the numerical text will be carried into the answer. Likewise, if several of the negative number designations are used in the numerical text, the answer will mimic a negative number designation based on the three priorities listed below, with the first as the top priority.

Priorities for negative number designation in the answer:

1. Hyphen on the left
2. Hyphen on the right
3. Parentheses

(This will be more clear when seen in the examples.)

NOTE: Vertical Addition CANNOT be carried across pages.

COL. CALC. - Vertical Addition (cont'd)

(Alt and V)

Instructions	Notes
--------------	-------

Examples of Column Calculations - Vertical Addition

5

```

1.....>.....>.....>.....>.....<<
>
  ■ 123.44      ■ 12.1      ■ $100.      ■ 5. <<
  ■ 23.44      ■ 12.1      ■ 50.        ■ 2. <<
  ■ 3.44       ■ 12.1      ■ $150.      ■ 3. <<
  ■ 123.44     ■ 12.1 <<
  ■ 4.332      ■ 48.4 <<
  ■ 123. <<
  ■ 401.092 <<
>

1.....>.....>.....>.....>.....<<
  ■ $1,000.00  ■ 1,002.      ■ 1,000.      ■ 1,000. <<
  ■ 999.00-    ■ (2.)        ■ -1,002.     ■ 1,002.- <<
  ■ $ 1.00     ■ 1,000.     ■ - 2.        ■ 2.- <<
>

1.....>.....>.....>.....>.....<<
  ■ 1,000      ■ $1,000.    ■ $1000      ■ -123.44 <<
  ■ (1,002)    ■ (1,002.)    ■ 1000       ■ 23.44- <<
  ■ ( 2)      ■ $( 2.)     ■ $2000      ■ 123.44 <<
  ■           ■           ■           ■ -23.44 <<
>

1.....>.....>.....>.....>.....<<
  >           ■ 123.44- >           ■ -123.44 <<
  >           ■ (23.44) >           ■ 23.44- <<
  >           ■ 123.44 >           ■ (123.44) <<
  >           ■ 23.44- >           ■ 223.44 <<
  >           >           >           ■ -46.88 <<
  >
  
```

COLUMN MANIPULATION - COPY

(Shift and F3; then F8)

Use this function to duplicate columns of text from one location to another location within a page of your document.

Instructions	Notes
<ol style="list-style-type: none">1. Move the cursor to the column on the screen where you wish to start the copy.2. Press the Column Manipulation key combination: while holding down the Shift key, press the Column Manipulation key (F3).3. Press the Copy function key (F8).4. Define the width of the column to be copied by highlighting the text.<ol style="list-style-type: none">a. Use the Left Cursor Positioning Arrow to define the left margin of the column.b. Use the Right Cursor Positioning Arrow to define the right margin of the column. <p>NOTE: The Left and Right Cursor Positioning Arrows cannot be used for highlighting after the Down Cursor Positioning Arrow has been struck. Also, you cannot be at the end of a page when you start to highlight.</p>	<p>The system will prompt COLUMN MODE in the upper right-hand corner of the screen.</p> <p>The system will prompt COLUMN COPY in the upper right-hand corner of the screen.</p> <p>The prompt <←> and <→> to Define Width THEN <↓> to Define Length will appear in the lower left-hand corner of the screen. The width is defined by a block-style reverse video band when the Left and Right Cursor Positioning Arrows are pressed. Once the Down Cursor Positioning Arrow is pressed the length is defined in the standard highlighting format—and now the reverse video width definition also changes to the standard highlighting format.</p>

COLUMN MANIPULATION - COPY (cont'd)

(Shift and F3; then F8)

5

Instructions	Notes
<p>5. Define the length of the column to be copied by highlighting the text.</p> <ul style="list-style-type: none">a. Use the Down Cursor Positioning Arrow to highlight the column to be copied. Pressing this key prevents you from using the Left and Right Cursor Positioning Arrow keys.b. Use the Up Cursor Positioning Arrow to de-highlight lines. This will only de-highlight to the line below the original line. <p>6. Press the Copy function key (F8).</p> <p>7. Move the cursor to the new location where the highlighted text is to be inserted.</p> <p>8. Press the Copy function key (F8) to execute the copy.</p> <p>9. Press the Escape key (OFF/RVS/ON) at any point during the process to abort.</p> <p>NOTE: The Column Manipulation-Copy function CANNOT cross pages.</p>	<p>The system will prompt TO WHERE? in the upper right-hand corner of the screen.</p> <p>Copied text will be inserted at the new location, automatically adjusting the existing text.</p>

COLUMN MANIPULATION - DELETE

(Shift and F3; then DEL)

Use this function to delete consecutive columns of text.

Instructions	Notes
<ol style="list-style-type: none">1. Move the cursor to the column on the screen where you wish to start the deletion.2. Press the Column Manipulation key combination: while holding down the Shift key, press the Column Manipulation key (F3).3. Press the Delete function key (DEL).4. Define the width of the column to be deleted by highlighting the text.<ol style="list-style-type: none">a. Use the Left Cursor Positioning Arrow to define the left margin of the column.b. Use the Right Cursor Positioning Arrow to define the right margin of the column. <p>NOTE: The Left and Right Cursor Positioning Arrows cannot be used for highlighting after the Down Cursor Positioning Arrow has been struck. Also, you cannot be at the end of a page when you start to highlight.</p>	<p>The system will prompt COLUMN MODE in the upper right-hand corner of the screen.</p> <p>The system will prompt COLUMN DELETE in the upper right-hand corner of the screen.</p> <p>The prompt <←> and <→> to Define Width THEN <↓> to Define Length will appear in the lower left-hand corner of the screen. The width is defined by a block-style reverse video band when the Left and Right Cursor Positioning Arrows are pressed. Once the Down Cursor Positioning Arrow is pressed the length is defined in the standard highlighting format — and now the reverse video width definition also changes to the standard highlighting format.</p>

COLUMN MANIPULATION - DELETE (cont'd)

(Shift and F3; then DEL)

Instructions	Notes
<p>5. Define the length of the column to be deleted by highlighting the text.</p> <ol style="list-style-type: none">a. Use the Down Cursor Positioning Arrow to highlight the column to be deleted. Pressing this key prevents you from using the Left and Right Cursor Positioning Arrow keys.b. Use the Up Cursor Positioning Arrow to de-highlight lines. This will only de-highlight to the line below the original line. <p>6. Press the Delete function key (DEL).</p> <p>7. Press the Escape key (OFF/RVS/ON) at any point during the process to abort.</p> <p>NOTE: The Column Manipulation-Delete function CANNOT cross pages.</p>	<p>The highlighted text is deleted from the screen, and the remaining text is adjusted automatically.</p>

COLUMN MANIPULATION - INSERT

(Shift and F3; then INS)

Use this function to insert consecutive spaces into columns of existing text.

Instructions	Notes
1. Move the cursor into the column where you wish to insert spaces. Position the cursor under the character or symbol which will immediately follow the text you want to insert.	
2. Press the Column Manipulation key combination: while holding down the Shift key, press the Column Manipulation key (F3).	The system will prompt COLUMN MODE in the upper right-hand corner of the screen.
3. Press the Insert function key (INS).	The system will prompt COLUMN INSERT in the upper right-hand corner of the screen. The prompt INSERT # of Columns 00 # of Lines 00 will appear in the lower left-hand corner of the screen.
4. Enter the number of columns followed by a Return. The number can be from 01 to 99.	The system will insert the specified number of columns for the specified number of lines. The spaces will always be inserted to the left of the cursor position. If a column has nothing on a particular line, then nothing will be done to the line.

COLUMN MANIPULATION - INSERT (cont'd)

(Shift and F3; then INS)

Instructions	Notes
<p>5. Enter the number of lines followed by a Return. The number can be from 01 to 99.</p> <p>6. Press the Save/Exit key (F10) to execute the insert.</p> <p>7. Press the Escape key (OFF/RVS/ON) at any point during the process to abort.</p> <p>NOTE: The Column Manipulation-Insert function CANNOT cross pages.</p>	<p>Inserted spaces become part of the document, automatically adjusting the existing text.</p>

5

COLUMN MANIPULATION - MOVE

(Shift and F3; then F7)

Use this function to move (not duplicate) columns of text from one location to another location within a page of your document. The text you are moving is deleted from its original location and will appear only in the new location where it is moved.

Instructions	Notes
<p>1. Move the cursor to the column on the screen where you wish to start the move.</p> <p>2. Press the Column Manipulation key combination: while holding down the Shift key, press the Column Manipulation key (F3).</p> <p>3. Press the Move function key (F7).</p> <p>4. Define the width of the column to be moved by highlighting the text.</p> <p>a. Use the Left Cursor Positioning Arrow to define the left margin of the column.</p> <p>b. Use the Right Cursor Positioning Arrow to define the right margin of the column.</p> <p>NOTE: The Left and Right Cursor Positioning Arrows cannot be used for highlighting after the Down Cursor Positioning Arrow has been struck. Also, you cannot be at the end of a page when you start to highlight.</p>	<p>The system will prompt COLUMN MODE in the upper right-hand corner of the screen.</p> <p>The system will prompt COLUMN MOVE in the upper right-hand corner of the screen.</p> <p>The prompt <=> and <-> to Define Width THEN <I> to Define Length will appear in the lower left-hand corner of the screen. The width is defined by a block-style reverse video band when the Left and Right Cursor Positioning Arrows are pressed. Once the Down Cursor Positioning Arrow is pressed the length is defined in the standard highlighting format—and now the reverse video width definition also changes to the standard highlighting format.</p>

COLUMN MANIPULATION - MOVE (cont'd)

(Shift and F3; then F7)

5

Instructions	Notes
<p>5. Define the length of the column to be moved by highlighting the text.</p> <ul style="list-style-type: none">a. Use the Down Cursor Positioning Arrow to highlight the column to be moved. Pressing this key prevents you from using the Left and Right Cursor Positioning Arrow keys.b. Use the Up Cursor Positioning Arrow to de-highlight lines. This will only de-highlight to the line below the original line. <p>6. Press the Move function key (F7).</p> <p>7. Move the cursor to the new location where the highlighted text is to be inserted.</p> <p>8. Press the Move function key (F7) to execute the move.</p> <p>9. Press the Escape key (OFF/RVS/ON) at any point during the process to abort.</p> <p>NOTE: The Column Manipulation-Move function CANNOT cross pages.</p>	<p>The highlighted text will be deleted and the system will prompt TO WHERE? in the upper right-hand corner of the screen.</p> <p>Moved text will be inserted at the new location, automatically adjusting existing text.</p>

COPY

(F8)

Use this function to duplicate one part of a document to another location in the same document.

Instructions	Notes
1. Move the cursor on the first character or symbol to be copied.	
2. Press the Copy function key (F8). To copy the current (existing) Format Line along with the text, press the Format function key (F9).	The system will prompt COPY WHAT? in the upper right-hand corner of the screen.
3. Use the Highlighting Process to identify the text to be copied.	If needed, see Highlighting Process on page 5-58 of the Reference Section.
4. Press the Copy function key (F8).	The system will prompt TO WHERE? in the upper right-hand corner of the screen.
5. Move the cursor to the new location where text is to be inserted.	
6. Press the Copy function key (F8).	Copied text will be inserted at the new location, automatically adjusting the existing text.

CREATE NEW DOCUMENT (From the Main Menu)

This is the second item in the list of functions in the Main Menu. Use this function to create a new document.

Instructions	Notes
<p>1. Press the number "2" key to select Create New Document.</p> <p>2. Press the Return key (RETURN). The system will display the Create a New Document Screen.</p> <p>3. Type in the name you want for the document. The name can be no more than 20 alphanumeric characters (with no spaces). Be sure the new name is different from any of the names listed.</p> <p>4. Press the Return key (RETURN).</p> <p>5. Type in all the information desired on the Document Summary Screen.</p> <p>6. Press the Save/Exit key (F10).</p>	<p>The cursor is positioned in the Main Menu after DESIRED FUNCTION:</p> <p>The cursor will be positioned after the prompt Enter the name of the new document Drive B Document If the desired drive is other than the one specified, use the Backspace key or the Left Cursor Positioning Arrow to return to that field for editing. The first eight characters of the names of previously entered documents will be displayed in the lower portion of the screen.</p> <p>The system will display the Document Summary Screen with the new document name appearing automatically.</p> <p>To move the cursor into different fields, use the Return key or the Cursor Positioning keys.</p> <p>The system will display the first page of the new document.</p>

CREATE NEW DOCUMENT (From a Page in a Document)

(Alt and C2)

Use this function to save the document you are working on and go directly to the Create A New Document Screen, without returning to the Main Menu.

Instructions	Notes
<ol style="list-style-type: none">1. While holding down the Alternate key (Alt), press the calculator "2" key. The system will display the Create a New Document Screen.2. Type in the name you want for the document. The name can be no more than 20 alphanumeric characters (with no spaces). Be sure the first 8 characters of the new name are different from any of the names listed.3. Press the Return key (RETURN).4. Type in all the information desired on the Document Summary Screen.5. Press the Save/Exit key (F10).	<p>The cursor will be positioned after the prompt Enter the name of the new document Drive B Document</p> <p>If the desired drive is other than the one specified, use the Backspace key or the Left Cursor Positioning Arrow to return to that field for editing. The names of previously entered documents will be displayed in the lower portion of the screen.</p> <p>The system will display the Document Summary Screen with the new document name appearing automatically.</p> <p>To move the cursor into different fields, use the Return key or the Cursor Positioning keys.</p> <p>The system will display the first page of the new document.</p>

CURSOR MOVEMENT (POSITIONING) ARROWS

(↑, ↓, →, ←)

Use these keys to move the cursor within a document or within some specified preset screens.

Instructions	Notes
1. When you press the Up Cursor Positioning Arrow (↑), the cursor will scroll up one line in the document. If you hold the key down, the cursor will scroll up line by line.	In some specified preset screens, it will move the cursor to the line above or the previous field above. You can go to the previous page by holding this key down.
5 2. When you press the Down Cursor Positioning Arrow (↓), the cursor will scroll down one line in the document. If you hold the key down, the cursor will scroll down line by line.	In some specified preset screens, it will move the cursor to the line below or the next field below. You can go to the next page by holding down the key.
3. When you press the Right Cursor Positioning Arrow (→), the cursor will scroll to the right one character at a time on a line. If you hold the key down, it will scroll to the right; and when it reaches the end of the line, it will move the cursor to the beginning of the next line.	In some specified preset screens, it will move the cursor to the next field.
4. When you press the Left Cursor Positioning Arrow (←), the cursor will scroll left one character at a time on the line. If you hold the key down, it will scroll to the left; and when it reaches the beginning of a line, it will move the cursor to the end of the previous line.	In some specified preset screens, it will move the cursor to the previous field.

DECIMAL TAB

(Shift and F4)

Use this function to align columns of numbers on their decimal points or to right justify columns of text.

Instructions	Notes
1. Press the Decimal Tab key combination: while holding down the Shift key, press the Decimal Tab function key (F4).	The Decimal Tab symbol (■) will appear under the next tab position in the Format Line.
2. Type in the text. You may press the Decimal Tab key combination (Shift and F4) again.	Characters will shift to the left of the tab setting as they are being entered until a period is typed. The period will remain at the tab position. Subsequent characters will be entered to the right of the period.

5

Example of Decimal Tab in Relation to a Format Line:



DELETE

(DEL)

Use this function to delete any number of consecutive characters or symbols.

Instructions	Notes
<p>1. Move the cursor under the first character or symbol to be deleted.</p> <p>2. Press the Delete function key (DEL).</p> <p>3. Use the Highlighting Process to identify the text to be deleted.</p> <p>4. Press the Delete function key (DEL).</p> <p>5. Press the Escape key (OFF/RVS/ON) at any point during the process to cancel the Delete command.</p>	<p>The system will prompt DELETE WHAT? in the upper right-hand corner of the screen.</p> <p>If needed, see Highlighting Process on page 5-58 of the Reference Section; or see Format-Delete on page 5-46 of the Reference Section to delete a Format Line.</p> <p>The highlighted text is deleted from the screen, and the remaining text is adjusted automatically.</p>

5

DELETE CHARACTER

(C "-")

Use this function to delete a character or symbol from existing text.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="154 505 659 565">1. Position the cursor on the character or symbol you want to delete.<li data-bbox="154 581 659 641">2. Press the Delete Character key (the calculator minus "-" key) once.	<p data-bbox="700 589 969 691">The character or symbol is deleted from the screen, and the remaining text is adjusted automatically.</p>

DOCUMENT HANDLING UTILITIES (From a Page in a Document)

(Alt and C6)

Use this function to save the document you are working on and go directly to the Document Handling Utilities Menu, without returning to the Main Menu.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="156 508 675 569">1. While holding down the Alternate key (Alt), press the calculator "6" key.<li data-bbox="156 629 675 718">2. For a description of the Document Handling Utilities function, see page 4-2 of the Utilities Section.	<p data-bbox="715 513 987 612">The document you are working on will be saved, and the system will display the Document Handling Utilities Menu.</p> <p data-bbox="715 629 987 678">Document Handling Utilities are used to:</p> <ul data-bbox="715 712 987 921" style="list-style-type: none">- Copy a Document- Move a Document- Delete a Document- Rename a Document- Print Document Summary Screens- Search Document Summary Screens

DOCUMENT SUMMARY SCREEN

The Document Summary Screen is the second screen that appears after you select Create New Document or Edit Old Document from the Main Menu. It is included for your use in keeping a record of information relating to any document you create.

Instructions	Notes
<p>Example:</p> <div style="background-color: #e0ffe0; padding: 10px; border: 1px solid #c0ffc0;"> <p>Document <u>PAGE-LTR</u> Total pages <u>2</u> Author <u>K. Smith</u> Addressee <u>Harry Johnson</u> Operator <u>mlp</u></p> <p>Identification key words: <u>intro letter</u> <u>Death Rider</u> <u>Pol. #0324</u></p> <p>Comments: <u>This document is the initial letter to</u> <u>Martin Podge, suggesting he add an</u> <u>Accidental Death Rider to his policy.</u></p> <p>Creation Date <u>01/01/80</u> Keystrokes last session <u>55</u> Modification Date <u>09/16/85</u> Total keystrokes <u>517</u></p> <p>Use tab keys to change fields—Press F10 when finished.</p> <p>If creating a Library press F5 (Do not fill in screen)</p> </div> <p>The Document Summary Screen is used for providing information about any document you create. This screen allows you to keep a record of each document with respect to who wrote it (Author), who it is being sent to (Addressee), who keyed it into the</p>	<p>This Library notation is only seen on Create A New Document Screen.</p>

DOCUMENT SUMMARY SCREEN (cont'd)

Instructions	Notes
<p>5 computer (Operator), as well as the number of pages in length (Total pages), what kind of document it is, and what the contents of the document include (Identification Key Words and Comments). It will also tell you the date the document was first created (Creation Date), the last time the document was edited or revised (Modification Date), the number of keystrokes used during your last session (Keystrokes last session), and the total amount of keystrokes used in the document (Total keystrokes).</p> <p><u>Search Document Summary Screens:</u></p> <p>You will then be able to search through the Document Summary Screens to find all the documents which have, as an example, Rich Joyner as the Addressee, or all the documents which have a creation date in the month of October. In other words, you will be able to search for any information you have keyed in on this screen. For more information on how to Search Document Summary Screens, see Document Handling Utilities on page 4-2 of the Utilities Section.</p>	<p>To Print Document Summary Screens, see Document Handling Utilities on page 4-8 of the Utilities Section.</p> <p>To print the Summary Screen before printing the current document, see page 4-19 of the Utilities Section.</p>

DRAFT PRINT

(Alt and D)

This Print function causes the text following this command to be printed in Single Strike mode. It is also used in a document to override the Enhanced Print Default if you specify Enhanced Print as the default in the Print Current Document Utility Menu.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="169 525 654 579">1. Move the cursor to the position where Draft Print is to start.<li data-bbox="169 604 654 695">2. Press the Draft Print key combination: while holding down the Alternate key (Alt), press the character key "D."<li data-bbox="169 720 654 778">3. Type in the text to be printed in Draft form.<li data-bbox="169 802 654 984">4. To end Draft Print and return to the Enhanced Default Print style (if specified in the Print Current Document Utility Menu), hold down the Alternate key (Alt) and press the character key "N." <p data-bbox="210 1009 654 1232">Note: Draft Print and Enhanced Print symbols are not printed out, and the additional space that these symbols occupy is ignored. In other words, if you enter one of these symbols between two words, be sure to enter another space to separate the words.</p>	<p data-bbox="714 607 985 662">The Draft Print symbol (Ⓓ) appears.</p> <p data-bbox="714 802 985 857">The Enhanced Print symbol (Ⓔ) appears.</p>

EDIT OLD DOCUMENT (From the Main Menu)

This is the first item in the list of functions in the Main Menu. Use this function to recall a previously entered document for revision.

Instructions	Notes
<p>1. Press the number "1" key to select Edit Old Document.</p> <p>2. Press the Return key (RETURN). The system will display the Edit an Old Document Screen.</p> <p>3. Type in the name of the document you want to recall to edit.</p> <p>4. Press the Return key (RETURN).</p>	<p>The cursor is positioned in the Main Menu after DESIRED FUNCTION:</p> <p>The cursor will be positioned after the prompt Enter the name of the old document Drive B Document If the desired drive is other than the one specified, use the Backspace key or the Left Cursor Positioning Arrow to return to that field for editing. The first eight characters of the names of previously entered documents will be displayed in the lower portion of the screen. The name of the old document you wish to edit must be one of the names listed.</p> <p>The system will display the Document Summary Screen with the document name appearing automatically.</p>

EDIT OLD DOCUMENT (From the Main Menu) (cont'd)

Instructions	Notes
5. Revise the Document Summary Screen if necessary.	For a detailed description of the Document Summary Screen, see explanation on page 5-29 of the Reference Section.
6. Press the Save/Exit key (F10).	The system will display the first page of the old document.

EDIT OLD DOCUMENT (From a Page in a Document)

(Alt and C1)

Use this function to save the document you are working on and go directly to the Edit an Old Document Screen, without returning to the Main Menu.

Instructions	Notes
1. While holding down the Alternate key (Alt), press the calculator "1" key. The system will display the Edit an Old Document Screen.	The cursor will be positioned after the prompt Enter the name of the old document Drive B Document If the desired drive is other than the one specified, use the Backspace key or the Left Cursor Positioning Arrow to return to that field for editing. The first eight characters of the names of previously entered documents will be displayed in the lower portion of the screen. The document name that you have just used will be inserted in the space.
2. Use the Strikeover function to type in the document name you want to edit and to delete any characters left from the previous name.	The name of the document you wish to edit must be one of the names listed.
3. Press the Return key (RETURN).	The system will display the Document Summary Screen with the document name appearing automatically.
4. Revise the Document Summary Screen if necessary.	To move the cursor into different fields, use the Return key or the Cursor Positioning keys.
5. Press the Save/Exit key (F10).	The system will display the first page of the old document.

5

END
(Alt and CLR/HOME)

Use this function to position the cursor at the end of the current screen.

Instructions	Notes
<ol style="list-style-type: none">1. Press the End key combination: while holding down the Alternate key (Alt), press the End key (CLR/HOME).2. If you are using the Go To Page function (F1), End is used to specify the last page of the document.	<p>The system will position the cursor on the last character or symbol at the end of the current screen.</p>

END OF PAGE

(Alt and C"%")

Use this function to move the cursor to the end of the current page.

Instructions	Notes
<p>Press the End of Page key combination: while holding down the Alternate key (Alt), press the End of Page key (the calculator percent "%" key).</p>	<p>The cursor will move to the position immediately following the last character or symbol on the current page.</p>

ENHANCED PRINT

(Alt and N)

This Print function causes the text following this command to be printed in Double Strike mode. It is also used in a document to override the Draft Print Default if you specify Draft Print as the default in the Print Current Document Utility Menu.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="165 508 683 568">1. Move the cursor to the position where Enhanced Print is to start.<li data-bbox="165 588 683 680">2. Press the Enhanced Print key combination: while holding down the Alternate key (Alt), press the character key "N."<li data-bbox="165 712 683 771">3. Type in the text to be printed in Enhanced form.<li data-bbox="165 794 683 986">4. To end Enhanced Print and return to the Draft Default Print style (if specified in the Print Current Document Utility Menu), hold down the Alternate key (Alt), and press the character key "D." <p data-bbox="207 1004 683 1224">Note: Enhanced Print and Draft Print symbols are not printed out, and the additional space that these symbols occupy is ignored. In other words, if you enter one of these symbols between two words, be sure to enter another space to separate the words.</p>	<p data-bbox="720 591 1004 650">The Enhanced Print symbol (Ω) appears.</p> <p data-bbox="720 773 1004 832">The Draft Print symbol (δ) appears.</p>

5

ESCAPE

(OFF/RVS/ON)

Use the Escape key to cancel a function.

Instructions	Notes										
<p>1. Press the Escape key (OFF/RVS/ON) to exit any of the following functions prior to function completion:</p> <table data-bbox="200 619 579 768"><tr><td>COPY</td><td>INSERT</td></tr><tr><td>DELETE</td><td>MOVE</td></tr><tr><td>EXTERNAL COPY</td><td>REPLACE</td></tr><tr><td>FORMAT</td><td>SEARCH</td></tr><tr><td>HIGHLIGHTING</td><td></td></tr></table> <p>5 2. Or, press the Escape key (OFF/RVS/ON) while typing in the text.</p> <p>3. If you are creating a new document and you type "Y," the system will NOT store that page of your document. If you are editing an old document and have not pressed the Save key (Shift and F10) to store changes at that point, or have not gone to another page, any corrections you have made to that page of the document will not be saved if "Y" is typed. In other words, that page will appear as it was before you began to edit.</p> <p>Type in "N" if you DO want to store that page and continue typing text.</p>	COPY	INSERT	DELETE	MOVE	EXTERNAL COPY	REPLACE	FORMAT	SEARCH	HIGHLIGHTING		<p>The system will prompt, Do you wish to escape without saving this page? (Y/N).</p> <p>For a response of "Y," the system will return you to the Main Menu without storing that page.</p> <p>A response of "N" will save that page on your diskette and allow you to continue typing or revising.</p>
COPY	INSERT										
DELETE	MOVE										
EXTERNAL COPY	REPLACE										
FORMAT	SEARCH										
HIGHLIGHTING											

EXTERNAL COPY

(Shift and F8)

Use this function to copy text from another document into the current document.

Instructions	Notes
<ol style="list-style-type: none">1. Move the cursor to the location in the current document where the text is to be inserted.2. Press the External Copy key combination: while holding down the Shift key, press the External Copy function key (F8).3. Enter the first 8 characters of the name of the document to be copied.4. Press the Save/Exit key (F10) to continue.	<p>The system will prompt EXTERNAL COPY Drive: <u>B</u> Document: Press F10 to continue at the bottom of your screen.</p> <ol style="list-style-type: none">a. If the document to be copied is on the same diskette as the current document, enter the name of the document you want to copy FROM.b. If the document to be copied FROM is on another diskette, press the Return key (RETURN) to go to the previous field, and enter an "A" (or appropriate drive designation). Remove the system diskette from DR: A (left), then insert the source diskette into DR: A. <p>The system will search the diskette in the specified drive.</p> <p>After the document is located, the cursor will be placed at the top of page 1 and the prompt START COPY WHERE? will appear in the upper right-hand corner of the screen.</p>

EXTERNAL COPY (cont'd)

(Shift and F8)

Instructions	Notes
<p>5. Move the cursor to the beginning of the text to be copied.</p> <p>6. Press the External Copy key combination (Shift and F8).</p> <p>If you want the current format line to be copied also, press the Format-Change function key (F9).</p>	<p>The system will prompt COPY WHAT? in the upper right-hand corner of the screen.</p>
<p>5</p> <p>7. Use the Highlighting Process to identify the text to be copied.</p> <p>8. Press the External Copy key combination (Shift and F8).</p>	<p>If needed, see Highlighting Process on page 5-58 of the Reference Section.</p> <p>The system will return you to the original document with the copied text inserted at the location indicated in Instruction 1.</p>
<p>9. If the system diskette was removed from DR: A (left) for the copy, then replace it now.</p>	

FOOTER SET UP

(Alt and F)

Use this function to define the text which will be printed at the bottom of the specified page.

Instructions	Notes
1. Type in the text to precede the Footer on the first page you want the Footer text to appear.	
2. Use the Return key (RETURN) to space down to the line where the Footer is to appear. The Footer will appear on this page and all subsequent pages.	
3. Press the Footer key combination: while holding down the Alternate key (Alt), press the character key "F."	The system will display the Footer symbol (f).
4. Press the Return key (RETURN).	
5. Type in the Footer text. You MUST end the text by pressing the Return key (RETURN).	You may type up to five lines of Footer text.
6. To end the Footer command, while holding down the Alternate key (Alt), press the character key "F."	The system will display the Footer symbol (f). The system will print the Footer on this page and all subsequent pages until another Footer definition is encountered.
7. Press the Return key (RETURN).	
8. Press the Page Break function key (F2).	

FOOTER SET UP (cont'd)

(Alt and F)

Instructions	Notes
<p><u>To Stop Footers From Printing:</u></p> <ol style="list-style-type: none">1. On the page you want the Footer to stop printing, while holding down the Alternate key (Alt), press the character key "F."2. Press the Return key (RETURN).3. While holding down the Alternate key (Alt), press the character key "F."5 4. Press the Return key (RETURN).	<p>The system will display the Footer symbol (f).</p> <p>The system will display the Footer symbol (f).</p>
<p><u>For Automatic Page Numbering:</u></p> <p>Enter a "#" anywhere in the Footer text.</p>	<p>For a detailed description of Automatic Page Numbering, see page 5-1 in the Reference Section.</p>
<p><u>For Different Footers On Opposite Pages:</u></p> <p>Follow the previous instructions on setting up a Footer and enter the two different Footer texts, one on an odd numbered page and the other on an even numbered page.</p>	<p>The system will print the first Footer on all the odd numbered pages, and the second Footer on all the even numbered pages. Footers can be changed at the end of any page.</p>

FOOTER SET UP (cont'd)

(Alt and F)

Instructions	Notes
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Footer Example:

f ≪

→ Section 1 ≪

f ≪

To Stop Different Footers on Opposite Pages From Printing:

Follow the instructions "To Stop Footers From Printing," by entering two null (empty) Footers. In other words, you will enter a null Footer on the odd numbered page, and a null Footer on the even numbered page.

5

FORMAT - CHANGE

(F9)

Use this function to modify a current Format Line.

Instructions	Notes
<p>1. Press the Format-Change function key (F9).</p> <p>2. Modify the Format Line.</p> <p>3. Press the Format-Change key (F9).</p> <p>Please Note: You cannot delete a Return (␣) directly above a Format Line in the text.</p>	<p>The system will prompt FORMAT MODE in the upper right-hand corner of the screen. If the Format Line is not currently displayed, the system will temporarily move the Format Line you wish to change to the top of the screen. The cursor will then be moved into the Format Line, enabling you to make the modification.</p> <p>See Format Line Set Up on page 5-47 of the Reference Section.</p> <p>The cursor will be returned to its original location in the document, and the following text will automatically be adjusted to the changes in the Format Line.</p>

5

FORMAT - CURRENT

(Shift and F9)

Use this function to insert a copy of the current format line into your text.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="153 513 659 571">1. Move the cursor to the position where the Format Line is to be inserted.<li data-bbox="153 596 659 720">2. Press the Format-Current key combination: while holding down the Shift key, press the Format-Current key (F9).<li data-bbox="153 769 659 959">3. You can modify the Format Line and then press the Format-Change function key (F9) to set the new Format Line; or, if modification of the new current Format Line is not needed, press the Format-Change function key (F9).	<p data-bbox="700 599 972 756">The system will prompt FORMAT MODE in the upper right-hand corner of the screen, and insert the current Format Line at the location indicated.</p> <p data-bbox="700 773 972 905">See Format Line Set Up on page 5-47 of the Reference Section. See also, Format-Change on page 5-44 of the Reference Section.</p>

FORMAT - DELETE

(DEL; F9; DEL)

Use this function to delete the current Format Line other than the one at the top of a page.

Instructions	Notes
<p>1. Move the cursor to any character or symbol under the Format Line you wish to delete.</p> <p>2. Press the Delete function key (DEL).</p> <p>3. Press the Format-Change key (F9).</p> <p>4. Press the Delete function key (DEL) again.</p>	<p>The system will prompt DELETE WHAT? in the upper right-hand corner of the screen.</p> <p>The Format Line will be deleted from the page.</p>

5

FORMAT LINE SET UP (cont'd)

Instructions	Notes
<p>2. Use the Strikeover process to change the line spacing code. The codes are as follows:</p> <p>1-Single (System Default) 2-Double 3-Triple 0-Zero ½-Half ¼-Quarter</p>	<p>Press the number keys (1, 2, or 3) associated with Single, Double, or Triple line spacing. Type the number zero (0, not the character "O") for Zero line spacing. Type the letter H for Half line spacing. Type the letter Q for Quarter line spacing.</p>
<p><u>To Add Tab Settings in the Format Line:</u></p> <p>5</p> <ol style="list-style-type: none"> 1. Move the cursor to the column position which will contain the Tab. 2. Press the Tab key (TAB). 	<p>For the description of Column Position, see Status Line on page of the Reference Section.</p> <p>The system will display the Tab symbol (⇒) in the Format Line.</p>
<p><u>To Delete Tab Settings in the Format Line:</u></p> <p>Use the Space Bar to Strikeover unwanted tab settings.</p>	<p>The Tab symbol (⇒) will be replaced with a period.</p>

FORMAT LINE SET UP (Cont'd)

Instructions	Notes
<p><u>To Extend the Line Length in the Format Line:</u></p> <p>Use the Right Cursor Positioning Arrow (→) to move the Return symbol (␣) further to the right.</p>	<p>The system will add more periods to extend the line length. The beginning of the Format Line may move to the left off the screen if you make the line longer than 75 characters. (Don't Worry!— It will return when you set the Format Line). Remember, the maximum line length is 156 characters.</p>
<p><u>To Shorten the Line Length in the Format Line:</u></p> <ol style="list-style-type: none">1. Move the cursor to the column position where you want the line to end.2. Press the Return key (RETURN).	<p>The system will shorten the Format Line to the indicated column position.</p>
<p><u>To Set the Format Line:</u></p> <p>Press the Format-Change function key (F9).</p>	<p>The system will set the Format Line, and the cursor will be moved out of the Format Line, returning to its original location in the document.</p>

FORMAT - PAGE

(Alt and F9)

Use this function to insert a copy of the Page Format Line (the Format Line at the top of the page) to any location in a document.

Instructions	Notes
<p>1. Move the cursor to the location where the Page Format Line is to be inserted.</p> <p>2. Press the Format-Page key combination: while holding down the Alternate key (Alt), press the Format-Page function key (F9).</p> <p>3. Modify the Format Line if necessary.</p> <p>4. If modification is not desired, or you have finished modifications to the Format Line, press the Format-Change function key (F9) to set the Format Line.</p>	<p>The system will prompt FORMAT MODE in the upper right-hand corner of the screen. The system will automatically copy and insert the Page Format Line at the location indicated. It will also automatically readjust the text following the Page Format Line.</p> <p>See Format Line Set Up on page 5-47 of the Reference Section.</p>

FORMAT - SYSTEM

(Alt and F10)

Use this function to insert a copy of the standard System Format Line (the System Default Format Line) to any location in a document.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="157 505 667 581">1. Move the cursor to the location where the System Format Line is to be inserted.<li data-bbox="157 597 667 716">2. Press the Format-System key combination: while holding down the Alternate key (Alt), press the Format-System function key (F10).<li data-bbox="157 873 667 899">3. Modify the Format Line if necessary.<li data-bbox="157 967 667 1117">4. If modification is not desired, or you have finished modifications to the Format Line, press the Format-Change function key (F9) to set the Format Line.	<p data-bbox="706 597 981 857">The system will prompt FORMAT MODE in the upper right-hand corner of the screen. The system will automatically copy and insert the standard System Format Line at the location indicated. It will also automatically readjust the text following the System Format Line.</p> <p data-bbox="706 878 981 954">See Format Line Set Up on page 5-47 of the Reference Section.</p>

GO TO (Page Number)

(F1)

Use this function to go directly to another specified page in the document.

Instructions	Notes
<p>1. Press the Go To function key (F1).</p> <p>2. Type in the page number you wish to transfer to. The following special page numbers <u>or keys</u> may be used in addition to the normal numbers:</p> <p>5 1 - Page 1 999 - Last Page in Document Home key (CLR/HOME) - Page 1 End (Alt and CLR/HOME) - Last Page in Document</p> <p>3. Press the Return key (RETURN). (This last instruction is not necessary if you have specified Go To Page Home, or Go To Page End.)</p>	<p>The system will prompt GO TO PAGE? [] in the lower left-hand corner of the screen.</p> <p>The system will transfer you to the top of the requested page.</p>

GO TO (Place Mark)

(Alt and G)

Use this function to search for, and stop at, previously set place marks.

Instructions	Notes
1. Position the cursor at the beginning of the document by using the Go To function (F1).	The system will prompt GO TO PAGE? [] in the lower left-hand corner of the screen.
2. Press the Home key (CLR/HOME) or the number "1," and then press the Return key (RETURN).	The system will move the cursor to page 1 of the current document. Please note: The cursor must precede the place mark in order to locate it.
3. Now, press the Go To Place Mark key combination: while holding down the Alternate key (Alt), press the Go To Place Mark character key "G."	The system will search for the first place mark and position the cursor on it.
4. If you wish to go on to any other place marks you have set in your document, repeat Instruction 3.	To delete a place mark, see Set Place Mark on page 5-117 of the Reference Section.

5

HARD SPACE

(Alt and S)

Use this function to insert a mandatory space character so that words that must be on one line will not be separated when word wrapping occurs.

Instructions	Notes
<p>1. Move the cursor to the position where the Hard Space character is to be displayed.</p> <p>Example: January ø 1, ø 1983</p> <p>2. Press the Hard Space key combination: while holding down the Alternate key (Alt), press the character key "S."</p>	<p>You may want to use the Hard Space for dates or names which should not be divided on two lines. See example below:</p> <p>The system will display the Hard Space symbol (ø). Please note: The Hard Space symbol does not print out and does not require another space to separate the characters or words.</p>

5

HEADER SET UP

(Alt and H)

Use this function to define text which will be printed at the top of the specified pages.

Instructions	Notes
1. Move the cursor to the top of the first page to contain the Header text.	Please Note: Do not enter Returns before the Header Set Up. However, Returns may be inserted inside the Header.
2. Press the Header key combination: while holding down the Alternate key (Alt), press the character key "H."	The system will display the Header symbol (++).
3. Press the Return key (RETURN).	
4. Type in the Header text. You MUST end the text by pressing the Return key (RETURN).	You may type up to 5 lines of Header text.
5. To end the Header command, while holding down the Alternate key (Alt), press the character key "H."	The system will display the Header symbol (++).
6. Press the Return key (RETURN).	
7. Type in the remainder of the text for this page.	The system will print the Header on this page and on all subsequent pages until another Header definition is encountered.

5

Header Set Up Example:

++<

→Chapter 1 . . . Page #<

++<

HEADER SET UP (cont'd)

Instructions	Notes
<p><u>To Stop Headers From Printing (null Header):</u></p> <ol style="list-style-type: none">1. On the page you want the Header to stop printing: while holding down the Alternate key (Alt), press the character key "H."2. Press the Return key (RETURN).3. While holding down the Alternate key (Alt), press the character key "H."5 4. Press the Return key (RETURN).	<p>The system will display the Header symbol (++).</p> <p>The system will display the Header symbol (++).</p>
<p><u>For Automatic Page Numbering:</u></p> <p>Enter a "#" anywhere in the Header text.</p>	<p>For a detailed description of Automatic Page Numbering, see page 5-1 of the Reference Section.</p>
<p><u>For Different Headers on Opposite Pages:</u></p> <p>Follow the previous instructions on setting up a Header and enter the two different Header texts, one on an odd numbered page and the other on an even numbered page.</p>	<p>The system will print the Header on all odd numbered pages, and the second Header on all even numbered pages.</p> <p>Headers can be changed at the beginning of any page.</p>
<p><u>To Stop Different Footers on Opposite Pages From Printing:</u></p> <p>Please Note: Follow the instructions "To Stop Footers From Printing," by entering two null Footers. In other words, you will enter a null Footer on the odd numbered page, and a null Footer on the even numbered page.</p>	

Use this function to display instructions for performing any function or command.

Instructions	Notes
1. Press the Help key combination: while holding down the Shift key, press the Help function key (F1).	The system will display the Help Main Menu.
2. There are three paths you can take from any place in Help:	
a. Pressing keys "1" through "5" will display Help on selected topics.	1 - CURSOR POSITIONING 2 - EDITING FUNCTIONS 3 - FORMAT LINE CONTROLS 4 - PRINTING FUNCTIONS 5 - MISCELLANEOUS FUNCTIONS
b. Pressing the "6" key will display a list of all the functions.	6 - LIST OF ALL HELP TOPICS AND KEYS To scroll the list up, press the Space Bar. The list scrolls up, wraps around, and scrolls continuously until the Space Bar is released.
c. Pressing the Return key (RETURN) will display the previous Help Menu from a sub-menu, or the screen where you first requested Help.	

HIGHLIGHTING PROCESS

Use this process to identify text to be deleted, moved, copied, or external copied.

Instructions	Notes
<ol style="list-style-type: none"> 1. Press the Delete function key (DEL), the Move function key (F7), the Copy function key (F8), or the External Copy key combination (Shift and F8). 2. Use any of the following keys to highlight text: 	<p>The system will prompt DELETE WHAT?, MOVE WHAT?, COPY WHAT?, etc., and the first character on which the cursor is positioned will be highlighted (brighter).</p>

5

Word (Alt and F5)	Go To (F1)	RETURN
Sentence (Alt and F7)	Character Search (enter any letter, number, or punctuation mark)	Next Page (Alt and C "x")
Right Cursor Positioning Arrow		Next Word (WORD →)
Down Cursor Positioning Arrow	Line (Alt and F6)	Hardspace (Alt and S)
End (Alt and CLR/HOME)	Paragraph (Alt and F8)	indent (F4)
End of Page (Alt and C "%")	TAB	Scroll Right (Alt and F4)

Note: The system will highlight the text from the current cursor position, up to and including the character or symbol indicated by the key pressed. At this point you may highlight more text, de-highlight text, or complete the execution of any of the functions.

HIGHLIGHTING PROCESS (cont'd)

Instructions	Notes
3. Highlighted text may be de-highlighted with the use of the following keys:	The system will de-highlight the indicated text.

Left Cursor
Positioning Arrow

Up Cursor
Positioning Arrow

Home
(CLR/HOME)

Top of Page
(Alt and MODE/CALC)

Go To
(F1)

Previous Page
(Alt and C " ÷ ")

Previous Word
(WORD ←)

5

Note: Highlighting (and functions for which you are identifying text) can be aborted at any time by pressing the Escape key (OFF/RVS/ON).

HOME
(CLR/HOME)

Use this function key to move the cursor directly to the uppermost left-hand corner of the screen.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="147 500 654 560">1. Press the Home function key (CRL/HOME).<li data-bbox="147 669 654 751">2. If you are using the Go To Page function (F1), Home is used to specify the first page of the document.	<p data-bbox="695 505 963 656">The system will move the cursor from whatever position it occupies on the screen to the first character or symbol in the upper left-hand corner of the screen.</p>

HYPHEN (Soft)

(Shift and F7)

Use this function to insert Soft Hyphens into words. When the document is printed, the Soft Hyphen will be replaced with a hyphen. Any reorganization of a document (due to moves, copies, line length changes, etc.) can remove the Soft Hyphen.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="157 508 665 569">1. Move the cursor on the character which will follow the hyphen.<li data-bbox="157 657 665 751">2. Press the Soft Hyphen key combination: while holding down the Shift key, press the Soft Hyphen key (F7). <p data-bbox="199 789 665 1011">Note: The Soft Hyphen is used when you have a multi-syllable word which, when typed at the end of a line, wraps to the next line. In order to present an even right-hand margin, insert a Soft Hyphen at the desired division point, after the word is typed.</p>	<p data-bbox="703 513 973 645">The system will insert a Soft Hyphen symbol (≈) and move the preceding characters and the Soft Hyphen to the previous line.</p> <p data-bbox="703 662 973 761">If the hyphenated portion of a word will not fit on the previous line, the command will be ignored.</p>

INDENT

(F4)

Use this function to indent lines of text from the left margin.

Instructions	Notes
<p>1. Move the cursor to any position in a line before the tab stop in the Format Line.</p> <p>2. Press the Indent function key (F4).</p> <p>3. Type in the text to be indented.</p> <p>4. Press the Return key (RETURN).</p>	<p>Tabs set in the Format Line indicate where indent can be used. If there are two tabs set at positions 5 and 10, you may indent at either. If there are no tabs set, you can't indent unless you add tabs by using the Format-Change function (F9).</p> <p>The Indent symbol (→) will appear on the screen each time Indent key is pressed. If the tab stop is set on 5 in the Format Line, the cursor can be in the positions 1, 2, 3, or 4 before reaching the tab stop. If you wish to indent 5 spaces AND the cursor is already on 5, the Indent symbol will appear at the following tab stop set in the Format Line.</p> <p>Consecutive lines of text will continue to indent.</p> <p>The Return ends the Indent function.</p>

5

These examples of Indent and Tab illustrate the difference between the two:

Indent:

→ Now is the time for all good people to come to the aid of their country.<<

Tab:

» Now is the time for all good people to come to the aid of their country.<<

INSERT

(INS)

Use this function to insert successive characters or symbols into existing text.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="154 509 663 602">1. Move the cursor on the character or symbol which will immediately follow the text you want to insert.<li data-bbox="154 621 663 651">2. Press the Insert function key (INS).<li data-bbox="154 712 663 773">3. Type in text, characters, or symbols to be inserted.<li data-bbox="154 1057 663 1086">4. Press the Insert function key (INS).	<p data-bbox="703 626 976 703">System will prompt INSERT WHAT? in the upper right-hand corner of the screen.</p> <p data-bbox="703 719 976 846">Inserted text is highlighted on the screen. The following text (up to 35 characters) will be displayed on the bottom of the screen.</p> <p data-bbox="703 862 976 1044">Mistakes made WHILE IN THE INSERT MODE can be corrected by typing over the highlighted text or by pressing the Escape key (OFF/RVS/ON) which will cancel the request to insert.</p> <p data-bbox="703 1060 976 1136">Inserted text becomes part of the document, automatically adjusting the existing text.</p>

INSERT CHARACTER

(C "+")

Use this function to insert a character or symbol into existing text.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="157 516 667 607">1. Position the cursor on the character or symbol which will immediately follow the character you want to insert.<li data-bbox="157 630 667 688">2. Press the Insert Character key (the calculator plus "+" key) once.<li data-bbox="157 743 667 802">3. Type in the character or symbol to be inserted.	<p data-bbox="706 630 978 737">The system will insert a space where the cursor is located while automatically shifting the existing text to the right.</p> <p data-bbox="706 748 978 823">Inserted text becomes part of the document, automatically adjusting the existing text.</p>

LIBRARY ATTACHMENT

(Shift and F5)

Library Attachment is used to attach a Library Document to the document you are working on, so that you may access the Library Entries contained in that specified Library.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="154 516 661 602">1. Position the cursor to the location where the Library Entry is to be inserted.<li data-bbox="154 626 661 748">2. Press the Library Attachment key combination: while holding down the Shift key, press the Library Attach function key (F5).<li data-bbox="154 773 661 829">3. Enter the Library Document Name, and press the Return key (RETURN).	<p data-bbox="706 630 974 703">The system will prompt What Library? Drive <u>B</u> Name: Press Help for a file directory.</p> <p data-bbox="706 773 974 951">The system will search the specified drive for the selected Library file. The prompt Library Attachment Successful will appear at the bottom of the screen when the Library is attached to your document.</p> <p data-bbox="706 971 974 1149">Once the specified Library Document is attached to your document, see Library Entry on page 5-70 of the Reference Section to actually insert the Library text into your document.</p>

5

LIBRARY DOCUMENT SET UP

Use these instructions to set up or modify a Library Document. This document will then be utilized by the Library Attachment and the Library Entry functions.

Instructions	Notes
<p>1. From the Main Menu, press the number "2" key to select Create New Document.</p>	<p>The cursor is positioned after DESIRED FUNCTION:.</p>
<p>2. Press the Return key (RETURN). The system will display the Create A New Document Screen.</p>	
<p>5 3. Type in the name you want for this Library. (This will be the name you will refer to when you perform a Library Attachment to your document.)</p>	<p>The name can be no more than 20 alphanumeric characters (with no spaces). Be sure the new name is different from any of the names listed.</p>
<p>4. Press the Return key (RETURN).</p>	<p>The system will display the Document Summary Screen.</p>
<p>5. Press the Library function key (F5).</p>	<p>The system will prompt Library Name [] -- Press Help for a list of entries.</p>
<p>6. Enter the 1-3 alphanumeric Library Entry Name.</p>	<p>You may not use the entry name of 999 because the system uses this number when specifying the last page of a Library Document with the "Go To" function to add entries to an existing Library Document.</p>

LIBRARY DOCUMENT SET UP (cont'd)

Instructions	Notes
<p>7. Press the Return key (RETURN).</p>	<p>The system will position the cursor at the top of the page for your text entry. The Status Line at the top of the screen, which normally displays DOCUMENT: and PAGE:, now displays LIBRARY: and ENTRY:, respectively.</p>
<p>8. Type in the Library Text Entry.</p>	
<p>9. If you have additional entries, press the Page Break function key (F2).</p> <p>If you are finished with this Library Document, press the Save/Exit key (F10).</p> <p><u>To Add New Library Entries to an Existing Library Document:</u></p> <p>1. From the Main Menu, press the number "1" key to select Edit Old Document.</p> <p>2. Press the Return key (RETURN). The system will display the Edit an Old Document Screen.</p> <p>3. Type in the name of the Library Document you wish to edit. Delete the extra characters of the old name, if necessary.</p>	<p>There may be only one Library Entry per page, with no entries exceeding one page.</p> <p>The cursor is positioned after DESIRED FUNCTION:</p>

LIBRARY DOCUMENT SET UP (cont'd)

Instructions	Notes
<p>4. Press the Return key (RETURN).</p> <p>5. Press the Go To (Page Number) function key (F1). (Go To may be used to edit existing Library entries. Enter the entry name, not a page number, in the space provided after pressing Go To. Go To Home and Go To End will position the cursor on the first and last pages, respectively.)</p>	<p>The system will display the first page of the Library Document.</p> <p>The system will prompt Library Entry Name [] -- Press Help for a list of entries at the bottom of the screen. [NOTE: Pressing Help (Shift and F1) at this time will display all the available Library Entries.]</p>
<p>6. Press the End key, (Alt and CLR/HOME), to indicate you want to go to the last page of the document.</p>	<p>The last page of the Library will now be displayed on the screen.</p>
<p>7. Press the End of Page key combination: while holding down the Alternate key (Alt), press the End of Page key (the calculator percent "%0" key).</p>	
<p>8. Press the Page Break function key (F2).</p>	<p>The system will prompt Library Entry Name [] -- Press Help for a list of entries at the bottom of the screen. [NOTE: Pressing Help (Shift and F1) at this time will display all the available Library Entries.]</p>

LIBRARY DOCUMENT SET UP (cont'd)

Instructions	Notes
<p>9. Enter the new Library Entry Name and press the Return key (RETURN).</p> <p>10. Type in the Library Text Entry.</p> <p>11. If you are finished with this Library Document, press the Save/Exit key (F10).</p>	<p>The new entry name will now be inserted in the Status Line, and you can type in your Library Text Entry.</p> <p>At this time, you can not print out an entire Library Document.</p>

LIBRARY ENTRY

(F5)

Use this function to insert Library Entries, which you have previously named and identified, into your document. The Library Document, containing the entries you wish to use, must be attached prior to recalling the entry for insertion.

Instructions	Notes
<p>1. Move the cursor to the position where the Library Entry is to be inserted.</p> <p>2. Press the Library function key (F5).</p> <p>3. Enter the 1-3 alphanumeric Library Entry Name.</p> <p>4. Press the Return key (RETURN).</p> <p>5. To continue inserting Library Entries into the same document, follow Steps 1-4.</p>	<p>The system will prompt Library Entry Name [] -- Press Help for a list of entries at the bottom of the screen. [NOTE: Pressing Help (Shift and F1) at this time will display all the available Library Entries.]</p> <p>The name should exactly match the Library Entry Name you have previously specified in the Library Document Set Up.</p> <p>The indicated Library text will automatically be inserted at the location indicated in Instruction 1.</p>

5

LINE HIGHLIGHTING

(Alt and F6)

Use this highlighting function to identify the line of text to be deleted, moved, copied, or external copied.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="157 493 669 678">1. After initiating the function you wish to perform (Delete, Move, Copy, or External Copy), press the Line Highlighting key combination: while holding down the Alternate key (Alt), press the Line Highlight function key (F6).<li data-bbox="157 737 669 857">2. Continue highlighting additional text, or press whatever keys are specified to execute the particular function for which you are identifying text.<li data-bbox="157 883 669 971">3. Press the Escape key (OFF/RVS/ON) at any point during the process to abort.	<p data-bbox="707 500 978 630">The line on which the cursor is positioned will become highlighted. The cursor may be located anywhere in the line to initiate Line Highlight.</p>

MERGE CODE

(Alt and M)

Use this code to mark a Merge Item in a Secondary (Variable) Document, or to mark a Merge Item (insertion point) in a Primary (Fixed) Document.

Instructions	Notes
<p><u>Primary (Fixed) Documents</u></p> <p>Naming a Merge Item (or Merge insertion point):</p> <ol style="list-style-type: none">1. Move the cursor to the position where variable data (like a name, address, date, company, or product) is to be inserted.2. Press the Merge Code key combination: while holding down the Alternate key (Alt), press the character key "M."3. Enter a 1-12 alphanumeric Merge Item Name.4. To end a Merge Item, while holding down the Alternate key (Alt), press the character key "M." <p>NOTE: There are four special Merge Commands that may be used in the Primary Document. These commands are generally used for printing Report Style documents listing names,</p>	<p>For a detailed description of how to develop a Merge Document, see Merge Document Set Up on page 5-77 of the Reference Section.</p> <p>The system will display the Merge Code symbol (←).</p> <p>The Merge Item name may be any alphanumeric combination up to 12 characters. This name should exactly match an Item Name in the Secondary (Variable) Document.</p> <p>The system will display the Merge Code symbol (←).</p> <p>A typical Item Name in a Primary Document would look like:</p> <p>← date ←</p>

MERGE CODE (cont'd)

(Alt and M)

Instructions	Notes
<p>addresses, etc. from the Secondary Document. (Report Style Merge Output is a convenient way of printing a listing of Merge Sets from the Secondary Document.) See the example for a demonstration of these commands.</p> <p>REPEAT:xx and END REPEAT commands The Repeat and End Repeat commands are used to direct the Merge Print Utility to repeat a specified 'block' of the Primary Document a given number of times. This feature is particularly helpful when combined with the Next command in producing Report Style Merge Output such as reports or mailing labels. To use the Repeat function, you must surround the block to be repeated by the Repeat and End Repeat commands so that they are at the beginning and the end of the block, respectively.</p> <p>NEXT command (load next Merge Set) This command directs the system to substitute the Merge Item Names in the Primary Document with the Merge Entry data from the next Merge Set in the Secondary Document. This command is especially useful when used along with the Repeat command for the generation of Report Style Merge Output.</p>	<p>Enter a two digit number corresponding to the number of times you wish to print the Merge Sets after the REPEAT, where "xx" refers to the number of Merge Sets you wish to print.</p> <p>5</p> <p>This command instructs the system to read the next Merge Set.</p>

MERGE CODE (cont'd)

(Alt and M)

Instructions	Notes
<p>†OB† command (omit if blank) This command should follow a Merge Item Name in the Primary Document which may not always have data (such as a title) to be substituted in all Merge Sets from the Secondary Document.</p>	<p>This command causes the system to omit a blank line from being printed if no data is available for that Merge Item Name.</p>

- 5 The following example demonstrates the usage of the REPEAT, NEXT, OB, and END REPEAT commands and the proper way to implement them in a Primary Document.

```
† name † <<
† title† †OB† <<
† address† <<
† city†, †state† † zip † <<
<<
† REPEAT:03 † <<
† NEXT † <<
† name † <<
† title † †OB† <<
† address† <<
† city †, † state† † zip † <<
<<
† END REPEAT † <<
```

This example will produce a mailing list, 4 addresses per page, omitting the title if it is blank in the Secondary Document.

MERGE CODE (cont'd)

(Alt and M)

Instructions	Notes
<u>Secondary (Variable) Documents</u>	
Defining a Merge Item:	
1. Move the cursor to the left margin of a new line.	For a detailed description of how to develop a Merge Document, see Merge Document Set Up on page 5-77 of the Reference Section.
2. Press the Merge Code key combination: while holding down the Alternate key (Alt), press the character key "M."	The system will display the Merge Code symbol (M).
3. Enter the 1-12 alphanumeric Merge Item Name.	This Item Name should exactly match an Item Name in the Primary (Fixed) document.
4. To end a Merge Item, while holding down the Alternate key (Alt), press the character key "M."	The system will display the Merge Code symbol (M).
5. Press the Return key (RETURN).	
6. Enter the variable text to replace the Merge Item Name in the Primary Document.	
7. After entering the variable text, while holding down the Alternate key (Alt), press the character key "M."	The system will display the Merge Code symbol (M).

MERGE CODE (cont'd)

(Alt and M)

Instructions	Notes
<p>8. Press the Return key (RETURN).</p> <p>9. Repeat Steps 2 through 8 to define other Merge Items.</p>	<p>A typical Secondary Document entry would look like:</p> <pre data-bbox="736 574 949 629">┌ date ─ << ┌ April 27, 1983 ─ <<</pre>

MERGE DOCUMENT SET UP

Use these instructions to show you how to set up a Primary (Fixed) Document and a Secondary (Variable) Document to be merged and printed.

Instructions	Notes
<u>Primary (Fixed) Documents</u>	
<ol style="list-style-type: none">1. Create a New Document from the Main Menu and fill in the appropriate screens to get to page 1 of the document.2. Type in text until you get to the point where you want to define where the variable data is to be inserted from the Secondary (Variable) Document.	
<u>Naming a Merge Item</u>	
(Merge Insertion Point):	
<ol style="list-style-type: none">1. Press the Merge Code key combination; while holding down the Alternate key (Alt), press the character key "M."2. Enter the 1-12 alphanumeric Merge Item Name.3. To end a Merge Item, while holding down the Alternate key (Alt), press the character key "M."	<p>The system will display the Merge Code symbol (+).</p> <p>The Merge Item Name may be any alphanumeric combination up to 12 characters. Some examples of Merge Item Names are: a date, a name, or a product.</p> <p>The Merge Code symbol (+) will be displayed .</p>

MERGE DOCUMENT SET UP (cont'd)

Instructions	Notes
<p>If you have two Merge Item Names next to each other, remember to include the necessary spaces to separate them.</p> <p>Example:</p> <p>┌-Mr./Mrs.┐ ┌-first┐ ┌-last┐ <<</p> <p>5. 4. Repeat Instructions 1-3 to define the insertions of any other Merge Items in this document.</p> <p>5. Press the Save/Exit key (F10) to save this document and return to the Main Menu.</p>	<p>The system will save the document and display the Main Menu.</p>

MERGE DOCUMENT SET UP (cont'd)

Instructions	Notes
--------------	-------

Example of Primary (Fixed) Document with Defined Insertions of Merge Item Names:

```
→ Memo<<
<<
  TO:  + first+ + last+ <<
  FROM: Jack Corey <<
  DATE: + date + <<
<<
<<
The meeting scheduled for this afternoon at 3:00 has been cancelled
because of poor weather conditions. I will contact you soon for a
rescheduled date and time.<<
```

5

MERGE DOCUMENT SET UP (cont'd)

Instructions	Notes
<u>Secondary (Variable) Documents</u>	
1. Create a New Document from the Main Menu and fill in the appropriate screens to get to page 1 of the document.	The cursor should be positioned at the beginning of Line 1.
2. Press the Merge Code key combination: while holding down the Alternate key (Alt), press the character key "M."	The system will display the Merge Code symbol (⌘).
3. Enter the 1-12 alphanumeric Merge Item Name.	The name should exactly match the Merge Item Name you have previously specified in the Primary Document.
4. To end a Merge Item, while holding down the Alternate key (Alt), press the character key "M."	The system will display the Merge Code symbol (⌘).
5. Press the Return key (RETURN).	
6. Enter the variable text to replace the Merge Item Name in the Primary Document.	The words or text can be any length up to a page. This is subject to any other entries of a Merge set you have previously entered.
7. After entering the variable text, while holding down the Alternate key (Alt), press the character key "M."	The system will display the Merge Code symbol (⌘).

MERGE DOCUMENT SET UP (cont'd)

Instructions	Notes
<p>8. Press the Return key (RETURN). (You can press the Return key a second time to give a blank line between entries.)</p> <p>9. At this point you would continue to enter any other Merge Items pertaining to this Merge Set by following Instructions 2 through 8. A Merge Set contains Merge entries pertaining to one person. In other words, it includes all the Merge Items for one copy of the Primary Document. During Merge Printing the Item Names in the Primary (Fixed) Document will be replaced with the text in the Secondary (Variable) Document which has the same Item Name.</p> <p>10. When you have entered all the Merge Items for one Merge Set, press the Page Break function key (F2) to go to the next page. However, if it is the last page of the Secondary Document, you must end the page with the Save/Exit key (F10). Do not press the Page Break key (F2).</p>	<p>You have now completed entering one Merge Item.</p> <p>All Merge Entries of a Merge Set (pertaining to one person) must be contained on one page.</p> <p>Example: All the information regarding Mary Jackson in the Secondary (Variable) Document is known as a Merge Set and must be contained in one page.</p> <p>The system will display the second page of the Secondary (Variable) Document.</p>

MERGE DOCUMENT SET UP (cont'd)

Instructions	Notes
<p>11. Then you would enter the same Merge Item Names, followed by the text, pertaining to the Second Merge Set to be inserted on the second copy of the Primary Document. If you have a third Merge Set, after entering all the Merge Items for the second Merge Set, press the Page Break function key (F2) again to begin entry for the third Merge Set.</p>	

MERGE DOCUMENT SET UP (cont'd)

Instructions	Notes
--------------	-------

Examples of Secondary (Variable) Documents containing 2 Sets of Merge Items. This document's Merge Items correspond with the example of the Primary Document on page.

PAGE 1 of Secondary (Variable) Document Containing 1st Merge Set

```
├ first└ <<
Mary└ <<
<<
├ last└ <<
Jackson└ <<
<<
├ date└ <<
November 30, 1982└ <<
```

5

PAGE 2 of Secondary (Variable) Document Containing 2nd Merge Set

```
├ first└ <<
Tom└ <<
<<
├ last└ <<
Harvey└ <<
<<
├ date└ <<
November 29, 1982└ <<
```

MERGE PRINT UTILITY (From a Page in a Document)

(Alt and C5)

Use this function to save the document you are working on and go directly to the Merge Print Utility Screen, without returning to the Main Menu.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="138 496 647 553">1. While holding down the Alternate key (Alt), press the calculator "5" key.<li data-bbox="138 610 647 699">2. For a description of the Merge Print Utility, see page 4-10 of the Utilities Section.	<p data-bbox="686 496 954 602">The document you are working on will be saved, and the system will display the Merge Print Utility Screen.</p> <p data-bbox="686 618 954 773">The Merge Print Utility is used for specifying which documents you wish to Merge Print, as well as for setting up how the pages of that document will be printed.</p>

MOVE

(F7)

Use this function to move (not duplicate) one part of a document to another location in the same document. The text you are moving is deleted from its original location and will appear only in the new location where it is moved.

Instructions	Notes
<ol style="list-style-type: none">1. Move the cursor on the first character or symbol to be moved.2. Press the Move function key (F7). To move the cursor Format Line along with the text, press the Format function key (F9).3. Use the Highlighting Process to identify the text to be moved.4. Press the Move function key (F7).5. Move the cursor to the new location where text is to be inserted.6. Press the Move function key (F7).	<p>The system will prompt MOVE WHAT? in the upper right-hand corner of the screen.</p> <p>If you decide to move the Format Line along with the text, the Format Line will also remain in the original location. In other words, the Format Line is copied.</p> <p>If needed, see Highlighting Process on page 5-58 of the Reference Section.</p> <p>The system will prompt TO WHERE? in the upper right-hand corner of the screen.</p> <p>Moved text will be inserted at the new location, automatically adjusting existing text.</p>

NEXT PAGE

(Alt and C "x")

Use this function to position the cursor on the first character or symbol at the beginning of the following page.

Instructions	Notes
<p>Press the Next Page key combination: while holding down the Alternate key (Alt), press the Next Page key (the calculator "x" key).</p>	<p>The system will automatically reposition the cursor on the first character or symbol at the top of the next page.</p>

NEXT WORD

(WORD →)

Use this function to position the cursor on the first character in the following word.

Instructions	Notes
Press the Next Word function key (WORD →).	The system will automatically reposition the cursor on the first character or symbol at the top of the next page.

OTHER UTILITIES (From a Page in a Document)

(Alt and C7)

Use this function to save the document you are working on and go directly to the Other Utilities Menu, without returning to the Main Menu.

Instructions	Notes
<ol style="list-style-type: none">1. While holding down the Alternate key (Alt), press the calculator "7" key.2. For a description of Other Utilities, see page 4-15 of the Utilities Section.	<p>The document you are working on will be saved, and the system will display the Other Utilities Menu.</p> <p>Other Utilities are used to:</p> <ul style="list-style-type: none">- Edit System Format line- Edit Drive Defaults- Edit System Defaults- Edit Document Defaults

PAGE BREAK

(F2)

Use this function to indicate the end of a page and to begin a new page.

Instructions	Notes
<ol style="list-style-type: none">1. When you have finished entering the text for a page, press the Return key (RETURN).2. Press the Page Break function key (F2).3. To insert a Page Break when editing an old document, move the cursor on the first character to appear on the new page. The follow Instruction 2.	<p>Do NOT use Page Break on the last page of the document. It causes the printer to print out a blank page. ALWAYS use a Return after the last line in the document so that it will print out completely.</p> <p>It is not necessary that you enter a Return before the page break; but for practical purposes, the Return helps to separate two different pages should you decide to break at a different location later.</p> <p>You will NOT see Page Break symbol. However, the system will automatically display the first screen of a new page, carrying over the Format Line from the previous page.</p> <p>The system automatically displays the text on the new page.</p> <p>The system will prompt <<< PLEASE WAIT >>> at the bottom of the screen.</p>

PAGE COMBINE

(Shift and F2)

Use this function to combine two separate pages divided by a Page Break or a Required Page Break.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="129 505 636 565">1. Move the cursor to the <u>end</u> of the first page you wish to combine.<li data-bbox="129 583 636 704">2. Press the Page Combine key combination: while holding down the Shift key, press the Page Combine function key (F2).	<p data-bbox="673 586 941 899">The system will combine the first and second pages of the text into one page. The Status Line will be updated to reflect the new sequence of pages, so that all the pages in your document will be renumbered as a result of the page combination. The Format Line from the second page will also be seen on the screen if it is different from page 1.</p>

PAGE DOWN

(↑ SCRL ↓)

Use this function to view the next 18 lines of the current document.

Instructions	Notes
Press the Page Down function key (↑ SCRL ↓).	The system will shift the screen eighteen lines down in your document. If you are at the end of a page, the top of the next page will be displayed.

PAGE LENGTH

(Alt and F2)

Use this function to set the approximate number of lines for the page length of a document.

Instructions	Notes
<p>5</p> <ol style="list-style-type: none">1. Press the Page Length key combination: while holding down the Alternate key (Alt), press the Page Length function key (F2).2. Enter the number of lines you want the pages of the document to have (e.g., 45, 50, etc.). The System Default page length is 55 lines and will appear in the indicated space when you proceed to change the page length. When you enter the new number of lines per page, you will strike over the old page length (55) with the new.3. Press the Return key (RETURN). OR, Press the Save/Exit key (F10), to set the Page Length.	<p>The system will prompt PAGE LINE LENGTH? [55] in the lower left-hand corner of the screen.</p> <p>When you reach the page length specification, the system will alert you with a "Beep" sound. The Line Number Indicator in the Status Line will be highlighted in reverse video. You may, however, keep typing. The system will do nothing other than highlight the Line Number Indicator, signaling your page length.</p>

PAGE UP

(Shift and ↑SCRL↓)

Use this function to view the previous 18 lines of the current document.

Instructions	Notes
<p>Press the Page Up key combination: while holding down the Shift key, press the Page Up function key (↑SCRL↓).</p>	<p>The system will shift the screen eighteen lines up in your document. If you are at the top of a page, the bottom of the previous page will be displayed.</p>

PARAGRAPH HIGHLIGHTING

(Alt and F8)

Use this highlighting function to identify the paragraph of text to be deleted, moved, copied, or external copied.

Instructions	Notes
<p>5</p> <ol style="list-style-type: none">1. After initiating the function you wish to perform (Delete, Move, Copy, or External Copy), press the Paragraph Highlighting key combination: while holding down the Alternate key (Alt), press the Paragraph Highlight function key (F8).2. Continue highlighting additional text, or press whatever keys are specified to execute the particular function for which you are identifying text.3. Press the Escape key (OFF/RVS/ON) at any point during the process to abort.	<p>The entire paragraph in which your cursor is positioned (including the Return symbol at the end of the paragraph) will become highlighted. The cursor may be on any character in the paragraph to initiate Paragraph Highlight.</p> <p>For more information regarding Highlighting, see Highlighting Process on page 5-58 of the Reference Section.</p>

PREVIOUS PAGE

(Alt and C "÷")

Use this function to move the cursor to the position immediately following the last character or symbol at the end of the previous page.

Instructions	Notes
<p>Press the Previous Page key combination: while holding down the Alternate key (Alt), press the Previous Page key (the calculator divide "÷" key).</p>	<p>The system will automatically move the cursor to the position immediately following the last character or symbol at the bottom of the previous page.</p>

PREVIOUS WORD

(WORD ←)

Use this function to position the cursor on the first character in the previous word.

Instructions	Notes
Press the Previous Word function key (WORD ←).	The system will automatically reposition the cursor on the first character in the previous word.

PRINT CURRENT DOCUMENT UTILITY (From a Page in a Document)

(Alt and C3)

Use this function to save the document you are working on and go directly to the Print Current Document Utility Screen without returning to the Main Menu.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="159 526 645 584">1. While holding down the Alternate key (Alt), press the calculator "3" key.<li data-bbox="159 643 645 734">2. For a description of the Print Current Document Utility, see page 4-19 of the Reference Section.	<p data-bbox="707 526 978 633">The page you are working on will be saved, and the system will display the Print Current Document Utility Screen.</p> <p data-bbox="707 646 978 828">The Print Current Document Utility is used when you submit a document for printing. In this screen you select variables relating to how the pages of your document are to be printed.</p> <p data-bbox="707 961 978 1036">At this time, you can not print out an entire Library Document.</p>

PRINT PITCH

(Alt and C)

Use this function to indicate to the printer at what pitch (characters per inch), you would like the text following this command to be printed.

Instructions	Notes																				
1. Position the cursor at the point where you want to specify a different pitch other than the Default pitch. (Default pitch is pitch 4—corresponding to 10 characters per inch. Pitch default may be changed using Item "2," Edit Printer Defaults, in the Printer Control Utilities Menu.)	Be certain to enter the Print Pitch command on a line by itself so that it will print properly.																				
5 2. Press the Print Pitch key combination: while holding down the Alternate key (Alt), press the character key "C."	The system will display the Print Pitch symbol (P). The Print Pitch symbol and Print Pitch Number will not print out, but it will appear on your screen.																				
3. Enter the Pitch Indicator Number from 1 to 9—corresponding to the desired characters per inch that follow: <table data-bbox="172 1122 609 1453"><thead><tr><th data-bbox="172 1154 348 1182">Pitch Indicator</th><th data-bbox="378 1122 549 1182">Characters Per Inch (CPI)</th></tr></thead><tbody><tr><td data-bbox="213 1195 306 1219">1 equals</td><td data-bbox="415 1195 430 1219">5</td></tr><tr><td data-bbox="213 1224 306 1248">2 equals</td><td data-bbox="415 1224 430 1248">6</td></tr><tr><td data-bbox="213 1253 306 1278">3 equals</td><td data-bbox="412 1253 452 1278">8.5</td></tr><tr><td data-bbox="213 1282 306 1307">4 equals</td><td data-bbox="404 1282 609 1307">10 Default pitch</td></tr><tr><td data-bbox="213 1312 306 1336">5 equals</td><td data-bbox="404 1312 430 1336">12</td></tr><tr><td data-bbox="213 1341 306 1365">6 equals</td><td data-bbox="400 1341 452 1365">13.2</td></tr><tr><td data-bbox="213 1370 306 1395">7 equals</td><td data-bbox="404 1370 430 1395">15</td></tr><tr><td data-bbox="213 1399 306 1424">8 equals</td><td data-bbox="400 1399 452 1424">16.5</td></tr><tr><td data-bbox="213 1429 306 1453">9 equals</td><td data-bbox="400 1429 452 1453">17.6</td></tr></tbody></table>	Pitch Indicator	Characters Per Inch (CPI)	1 equals	5	2 equals	6	3 equals	8.5	4 equals	10 Default pitch	5 equals	12	6 equals	13.2	7 equals	15	8 equals	16.5	9 equals	17.6	It is important for you to understand that all of these pitch sizes may not be supported by your printer. Refer to your printer operator's manual to see the pitch capabilities that your printer supports.
Pitch Indicator	Characters Per Inch (CPI)																				
1 equals	5																				
2 equals	6																				
3 equals	8.5																				
4 equals	10 Default pitch																				
5 equals	12																				
6 equals	13.2																				
7 equals	15																				
8 equals	16.5																				
9 equals	17.6																				

PRINT PITCH (cont'd)

(Alt and C)

Instructions	Notes
<p>4. Type in the text to be printed at the specified pitch.</p> <p>5. When you have finished entering text for this pitch, you may at this point, repeat Instructions 2 and 3, and enter a "4" after the Print Pitch symbol to return to the System Default pitch of 10 CPI.</p> <p>OR,</p> <p>Repeat Steps 2 and 3, and enter a new Pitch Indicator Number for additional text.</p>	<p>If you select a pitch that is not supported by your printer, the system will select the pitch closest to the pitch you have chosen that your printer does support.</p> <p>You may now change pitches within a document as many times as you wish, but remember to change the Print Pitch back to the System Default if you do not want the remainder of the document to be printed in another pitch.</p>

5

PRINTER CONTROL CODE

(Alt and A)

Use this function to place special control characters in your document to initiate special printing functions which are unique to your printer.

Instructions	Notes
1. Position the cursor at the point in your document where you want the system to send Printer Control Code to your printer.	Be certain to enter the Printer Control Code command on a line by itself so that it will print properly.
2. Press the Printer Control Code key combination: while holding down the Alternate key (Alt), press the character key "A."	The system will display the Printer Control Code symbol (μ).
3. Type in 3 numeric digits representing the unique Printer Control Code. NOTE: The Printer Control Code symbol must be followed by 3 digits in the range of 000-255. For example, to send an Escape character, type in the following: μ 027	

5

PRINTER CONTROL UTILITIES (From a Page in a Document)

(Alt and C4)

Use this function to save the document you are working on and go directly to the Printer Control Utilities Menu, without returning to the Main Menu.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="174 516 684 573">1. While holding down the Alternate key (Alt), press the calculator "4" key.<li data-bbox="174 634 684 719">2. For a description of the Printer Control Utilities, see page 4-10 of the Utilities Section.	<p data-bbox="725 521 996 618">The page you are working on will be saved, and the system will display the Printer Control Utilities Menu.</p> <p data-bbox="725 638 996 686">The Printer Control Utilities provide you access to:</p> <ul data-bbox="725 703 996 751" style="list-style-type: none"><li data-bbox="725 703 996 727">- Printer Queue Control<li data-bbox="725 727 996 751">- Edit Printer Defaults

REPAGINATE

(Alt and R)

Use this function to change the number of lines in each page of your document before you send the document to print by specifying a page length that will be standard throughout the entire document, or sections of a document.

Instructions	Notes
<p>1. Position the cursor at the beginning of the first line on the page where you want Repagination to start.</p> <p>2. Press the Repagination key combination: while holding down the Alternate key (Alt), press the character key "R."</p> <p>3. Enter the number of lines you wish to have on each page.</p> <p>4. Press the Return key (RETURN).</p> <p>5. PLEASE NOTE: If you want your document to have different sections with different page lengths, Repaginate from the first section to the last section. In other words, if you have 4 sections that you wish to have different page lengths, you will have to repaginate 4 times.</p>	<p>The system will prompt REPAGINATION MODE in the upper right-hand corner of the screen, while prompting ENTER LINES PER PAGE: [] in the lower left-hand corner of the screen.</p> <p>The system will prompt Repaginating—PLEASE WAIT at the bottom of the screen during the Repagination process.</p> <p>The system will begin Repaginating on the page your cursor is positioned. It will insert new Page Breaks, delete old Page Breaks, and continue to format the remaining pages in the document to the specified page length.</p> <p>The system will not delete Required Page Breaks that were entered in the document. Also, the system will not begin a paragraph on the last line of the page, nor will it start a page with the last line of the paragraph.</p>

REPLACE

(Shift and F6)

Use this function to locate and replace a word or character string in a document.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="162 520 666 602">1. Move the cursor to the position in the document where the Replace function is to start.<li data-bbox="162 636 666 718">2. Press the Replace key combination: while holding down the Shift key, press the Replace function key (F6).<li data-bbox="162 883 666 1164">3. Press the number key "1" (Global Replace) if you want every occurrence of the character string replaced. Press the number key "2" (Discretionary Replace) if you want the option of skipping one or more character string replacements. Press the number key "3" (Abort) if you wish to cancel this command.	<p data-bbox="705 636 968 768">The system will prompt REPLACE MODE in the upper right-hand corner of the screen, while prompting TYPE OF REPLACE:</p> <p data-bbox="705 768 968 867">1) GLOBAL 2) DISCRETIONARY 3) ABORT at the bottom of the screen.</p> <p data-bbox="705 883 968 1015">After indicating which type of replace you wish to use (except 3), the system will prompt REPLACE WHAT? at the bottom of the screen.</p>

REPLACE (cont'd)

(Shift and F6)

Instructions	Notes
5 4. Enter the character string you want the system to search for and replace. Remember: spaces before and after words are considered part of the string.	The spaces before and after the character string are used by the system to differentiate between possible character strings within a word and the desired word(s). For example, you want to search for certain "a"s in a document and replace them with "an." If you did not put spaces before and after the "a," the system would seek every letter "a" in the document.
5. Press the Replace function key (F6).	The system will prompt REPLACE WITH? at the bottom of the screen.
6. Enter the replacement characters or text.	If you chose Global Replace, the system will proceed through your document searching and replacing every occurrence of the character string.
7. Press the Replace function key (F6).	If you chose Discretionary Replace, the system will prompt REPLACE? Y/N/ ANY OTHER KEY TO ABORT at each occurrence of the character string.
8. Press the Escape key (OFF/RVS/ON) at any point during the process to cancel the Replace command.	

REQUIRED CANCEL

(REQ/CAN)

Use this key to go directly to the Printer Queue Control Menu when you want to stop a document from printing in the Background print mode.

Instructions	Notes
1. Press the Required Cancel key (REQ/CAN). The Required Cancel key can be pressed from anywhere except: Column Manipulation, Foreground print, and the various Format functions.	The system will display the Printer Spool Control Menu.
2. Press the number "1" key in this menu to "Remove a Document from the Spool Queue."	The document currently printing in the Background print mode will be terminated.
3. Press the Save/Exit key (F10) to return to the Main Menu.	The Main Menu will now be displayed on the screen.

REQUIRED PAGE BREAK

(Alt and B)

Use this function to ensure that when repagination occurs, the system will force a Page Break at the indicated location.

Instructions	Notes
<ol style="list-style-type: none">1. After you have finished entering text for a page, press the Return key (RETURN).2. Press the Required Page Break key combination: while holding down the Alternate key (Alt), press the character key "B."	<p>The Required Page Break symbol (±) will appear on the screen.</p>
<p>5 <u>To Cancel a Required Page Break:</u></p> <ol style="list-style-type: none">1. Move the cursor on the Required Page Break symbol (±).2. Press the Delete function key (DEL) twice. <p>OR,</p> <p>Press the Delete Character key (the calculator minus "-" key) once.</p>	<p>The system will remove the Required Page Break symbol.</p>

RETURN
(RETURN)

Use this key for the uses described below.

Instructions	Notes
<p>Press the Return key (RETURN) to:</p> <ul style="list-style-type: none">▶ End a line and return to the left margin.▶ End the last line in a paragraph.▶ Show blank lines.▶ Set right margin in Format Line.▶ Exit from Help screens.▶ End function commands such as Center, Indent, etc.	<p>The Return symbol (␣) will appear on the screen.</p>

RETURN TO DOS (From a Page in a Document)

(Alt and C9)

Use this function to save the document you are working on, exit the MultiMate Word Processing program, and return to DOS.

Instructions	Notes
<p>While holding down the Alternate key (Alt), press the calculator "9" key.</p>	<p>The system will save the document you are working on and return you to the Disk Operating System (DOS). The DOS prompt, A>, will be displayed on the screen.</p>

RIGHT JUSTIFICATION

Use this Print Control function to have all the lines of your document (except the lines that are shorter than the right margin and are followed by a Return) end exactly at the right margin.

Instructions	Notes
<p data-bbox="204 505 655 629">This function is performed when you specify printing of a document in the Print Current Document Utility and Merge Print Utility.</p> <p data-bbox="158 690 521 718"><u>Example of Right Justification:</u></p> <div data-bbox="176 753 655 908" style="background-color: #e0ffe0; padding: 10px; border: 1px solid black;"><p data-bbox="225 778 357 888">This is an example of Right Jus- tified text.</p></div>	<p data-bbox="716 510 990 584">See Print Current Document Utility on page 4-19 of the Utilities Section.</p> <p data-bbox="716 602 990 677">See Merge Print Utility on page 4-10 of the Utilities Section.</p>

SAVE

(Shift and F10)

Use this function to save the pages of a document, and stay in the document, rather than returning to the Main Menu.

Instructions	Notes
<ol style="list-style-type: none">1. Position the cursor after the text you want to save.2. Press the Save key combination: while holding down the Shift key, press the Save function key (F10).3. Continue keying in text for the remainder of the document.	<p>The system will prompt <<<PLEASE WAIT>>> at the bottom of the screen.</p>

SAVE/EXIT

(F10)

Use this function to save the document you are working on and return to the Main Menu.

Instructions	Notes
<p>After typing in text, press the Save/Exit key (F10).</p> <p><u>The Save/Exit Key (F10) is also used for various operations in MultiMate to:</u></p> <ul style="list-style-type: none">▶ Continue to the next process in a command.▶ Terminate a command.▶ Change screens and/or fields.	<p>The system will save and store the page and the document you are working on and return you to the Main Menu.</p>

SCROLL CURSOR LEFT

(Alt and F3)

Use this function to automatically move the cursor to the first character or symbol in the current line.

Instructions	Notes
<p>Press the Scroll Cursor Left key combination: while holding down the Alternate key (Alt), press the Scroll Cursor Left function key (F3).</p>	<p>The cursor will move to the first character or symbol at the left margin in the current line.</p>

SCROLL CURSOR RIGHT

(Alt and F4)

Use this function to automatically move the cursor to the last character or symbol in the current line.

Instructions	Notes
<p>Press the Scroll Cursor Right key combination: while holding down the Alternate key (Alt), press the Scroll Right function key (F4).</p>	<p>The cursor will move to the last character or symbol before the right margin in the current line.</p>

SEARCH

(F6)

Use this function to locate a word or character string in a document.

Instructions	Notes
<p>1. Move the cursor to the position in the document where the Search function is to begin.</p> <p>2. Press the Search function key (F6).</p> <p>3. Type in the word or character string you want the system to search for. Be sure to include spaces before and after the word if it is part of the string, or between words in a character string.</p>	<p>The system will prompt SEARCH MODE in the upper right-hand corner of the screen, while prompting SEARCH FOR: in the lower left-hand corner of the screen.</p> <p>NOTE: Search will not differentiate between upper- and lower-case letters. However, the spaces before and after the character string are used by the system to differentiate between possible character strings within a word and the desired word(s). For example, you want to search for certain "a"s in a document and replace them with "an." If you did not put spaces before and after the "a," the system would seek every letter "a" in the document.</p>

SEARCH (cont'd)

(F6)

Instructions	Notes
4. Press the Search function key (F6).	The system will search for the first occurrence of the word or character string in the document and position the cursor there. The system will still be in the SEARCH MODE .
5. At this time, you can press the Search function key (F6). OR, You may edit the word or character string, but this will end the Search mode. To resume the Search after editing, press the Search function key (F6) TWICE.	The system will position the cursor at the next occurrence of the specified word or character string.
6. Press the Escape key (OFF/RVS/ON) at any point during the process to cancel the Search command.	See Escape on page 5-38 of the Reference Section.

5

SENTENCE HIGHLIGHTING

(Alt and F7)

Use this highlighting function to identify a sentence of text to be deleted, moved, copied, or external copied.

Instructions	Notes
<p>5</p> <ol style="list-style-type: none">1. After initiating the function you wish to perform (Delete, Move, Copy, or External Copy), press the Sentence Highlight key combination: while holding down the Alternate key (Alt), press the Sentence Highlight function key (F7).2. Continue highlighting additional text, or press whatever keys are specified to execute the particular function for which you are identifying text.3. Press the Escape key (OFF/RVS/ON) at any point during the process to abort.	<p>The sentence on which the cursor is positioned (including the period and the two spaces that follow) will become highlighted. The cursor may be located on any character or any word in the sentence to initiate the Sentence Highlight.</p> <p>For more information regarding Highlighting, see Highlighting Process on page 5-58 of the Reference Section.</p>

SET PLACE MARK

(Alt and F1)

Use this function to set a place mark on a character as many times as necessary in a document. You can return to those previously set place marks by using the Go To Place Mark function.

Instructions	Notes
<p>1. Position the cursor on the character you wish to identify with a place mark.</p> <p>2. Press the Set Place Mark key combination: while holding down the Alternate key (Alt), press the Set Place Mark function key (F1).</p> <p>You may at this point continue keying in text, or editing other existing text.</p> <p><u>To Delete a Place Mark:</u></p> <p>1. Position the cursor on the reverse video character which has been designated as a Place Mark.</p> <p>2. Using the Strikeover process, type over the character with the same character.</p> <p>OR,</p> <p>While holding down the Alternate key (Alt), press the Set Place Mark function key (F1).</p>	<p>The Place Mark is now set. The character on which the cursor is positioned will be in reverse video.</p> <p>The Place Mark character will not be reverse video now and the system will no longer identify that character as a place mark.</p> <p>Either procedure will release the Set Place Mark designation.</p>

STATUS LINE

This line, which is located at the top of every screen in a document, displays the Document name, Page number, Line number, and Column number of the document you are working on, and whether you are in a special mode such as Move, Copy, etc.

Instructions	Notes
<p><u>Status line fields:</u></p> <p>Document Name- The 20 character name of the document currently being edited.</p> <p>Page- The current page number being displayed.</p> <p>Line- The line number in the current page where the cursor is located. When you reach the number of lines specified with the Page Length command, the system will alert you with a "Beep" sound, and the Line Number Indicator will be flashing and highlighted in reverse video.</p> <p>Column- The position of the cursor in the current line, relative to column location.</p> <p>Mode- This field is located in the upper right-hand corner of the screen. During normal entry or editing, this field is blank. When you enter a special mode, such as Move, Copy, Insert, etc., the mode will be displayed for your reference.</p>	<p>For more information regarding Page Length, see Page Length on page 5-92 of the Reference Section.</p>

Example of Status Line:

DOCUMENT: JOHNSON-harry ||PAGE: 1 ||LINE: 1 ||COL: 1 (Mode)

STOP PRINT

(Alt and P)

Use this function to enter a Stop Print symbol into your text, which will cause the printer to pause while printing out a document. This function may be used in either the Foreground or Background print modes.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="165 509 669 597">1. Move the cursor to the location in the text where printing will temporarily stop.<li data-bbox="165 620 669 708">2. Press the Stop Print key combination: while holding down the Alternate key (Alt), press the character key "P."<li data-bbox="165 1208 669 1295">3. To resume printing, respond to the prompt by pressing the Escape key (OFF/RVS/ON).	<p data-bbox="707 509 975 597">The Stop Print symbol may be entered anywhere in the text.</p> <p data-bbox="707 620 975 805">The system will display a Stop Print symbol (⏏). This will cause printing to temporarily stop during the print function so that forms or print wheels may be changed.</p> <p data-bbox="707 818 975 1052">NOTE: The Stop Print symbol will NOT print out. The additional space that the symbol occupies is ignored. In other words, if you enter one of these symbols between two words, be sure to enter another space to separate the words.</p> <p data-bbox="707 1065 975 1195">The following prompt will be flashing at the bottom of the screen: REQUESTED STOP PRINT. PRESS <ESCAPE> TO CONTINUE.</p>

STRIKEOVER

Use this process to edit or correct minor errors in a document by typing over the old characters.

Instructions	Notes
<ol style="list-style-type: none"><li data-bbox="154 521 658 573">1. Move the cursor on the first character to be changed.<li data-bbox="154 597 658 621">2. Type in the new characters or symbols.	<p data-bbox="695 602 963 670">The old characters or symbols are replaced by the new characters or symbols.</p>

SUBSCRIPT

(Alt and Z)

Use this function to cause alphanumeric characters to print ½ line down from the main printing line.

Instructions	Notes
<ol style="list-style-type: none">1. Move the cursor to the position before the alphanumeric character to be lowered.2. Press the Subscript key combination: while holding down the Alternate key (Alt), press the character key "Z" (SUB key).3. Type in the alphanumeric characters to be printed lower than the main printing line.4. Press the Superscript key combination: while holding down the Alternate key (Alt), press the character key "X" (SUPER key).	<p>The Subscript symbol (↓) will appear on the screen.</p> <p>Although you see this symbol on the screen, when the document is printed, the symbols will NOT print and there will be NO spaces between the lowered characters.</p> <p>Each Subscript command must be followed by a Superscript command to return the characters, following the Subscript, to the main printing line.</p> <p>The Superscript symbol (↑) will appear on the screen.</p>

SUPERSCRIPT

(Alt and X)

Use this function to cause the alphanumeric characters to print ½ line up from the main printing line.

Instructions	Notes
<p>1. Move the cursor to the position before the alphanumeric character to be raised.</p> <p>2. Press the Superscript key combination: while holding down the Alternate key (Alt), press the character key "X" (SUPER key).</p> <p>3. Type in the alphanumeric characters to be printed higher than the main printing line.</p> <p>4. Press the Subscript key combination: while holding down the Alternate key (Alt), press the character key "Z" (SUB key).</p>	<p>The Superscript symbol (†) will appear on the screen.</p> <p>Although you see this symbol on the screen, when the document is printed, the symbols will NOT print and there will be NO spaces between the raised characters.</p> <p>Each Superscript command must be followed by a Subscript command to return the characters, following the Superscript, to the main printing line.</p> <p>The Subscript symbol (‡) will appear on the screen.</p>

TAB

(TAB)

Use this function to indent a line of text, (example: first line of a paragraph).

Instructions	Notes
1. Press the Tab key (TAB) one or more times. The cursor will move to the position in the current line indicated by a tab stop previously set in the Format Line.	<p>Tabs set in the Format Line indicate where tabs can be used in the body of the document.</p> <p>The Tab symbol (⤵) will appear on the screen each time the Tab key is pressed.</p> <p>If the tab stop is set on 5 in the Format Line, the cursor can be in the 1, 2, 3, or 4 positions before reaching the tab stop. If you wish to indent 5 spaces AND the cursor is already on 5, the Tab symbol (⤵) will appear at the following tab stop set in the Format Line.</p>
2. Type in the text. If desired, you can press the Tab key (TAB) or the Indent key (F4) again.	<p>At the end of the line, text will begin to word wrap to the left-most margin automatically.</p>

These examples of Tab and Indent illustrate the difference between the two:

Tab:

⤵Now is the time for all good people to come to the aid of their country.<<

Indent:

--Now is the time for all good people to come to the aid of their country.<<

TOP OF PAGE

(Alt and MODE/CALC)

Use this function to move the cursor to the beginning of the current page.

Instructions	Notes
<p>Press the Top of Page key combination: while holding down the Alternate key (Alt), press the Top of Page key (MODE/CALC).</p>	<p>The cursor will move to the first character or symbol at the top of the current page.</p>

UNDERLINE

(Shift and Hyphen/Underline key)

Use this function to manually underline characters or text.

Instructions	Notes
<ol style="list-style-type: none">1. Move the cursor to the first character or symbol you want to underline.2. Press the Underline key combination: while holding down the Shift key, press the Hyphen/Underline key (<u>—</u>).	The system will underline the character(s).
<p><u>To De-Underline:</u></p> <ol style="list-style-type: none">1. Move the cursor to the first character or symbol you want to de-underline.2. While holding down the Shift key, press the Hyphen/Underline key (<u>—</u>).	The system will delete just the underline (not the characters).

WORD HIGHLIGHTING

(Alt and F5)

Use this highlighting function to identify a word to be deleted, moved, copied, or external copied.

Instructions	Notes
<p>1. After initiating the function you wish to perform (Delete, Move, Copy, or External Copy), press the Word Highlighting key combination: while holding down the Alternate key (Alt), press the Word Highlight function key (F5).</p> <p>2. Continue highlighting additional text, or press whatever keys are specified to execute the particular function for which you are identifying text.</p> <p>3. Press the Escape key (OFF RVS/ON) at any point during the process to abort.</p>	<p>The word on which your cursor is positioned (as well as the space following it) will become highlighted. The cursor may be located on any character in the word to initiate Word Highlight.</p> <p>For more information regarding Highlighting, see Highlighting Process on page 5-58 of the Reference Section.</p>

APPENDICES

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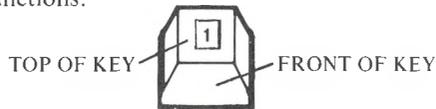
KEYBOARD MODIFICATIONS

VICTOR KEYBOARD MODIFICATION A.1 INSTRUCTIONS

Before starting, you should have a pencil with an eraser, and a pair of tweezers.

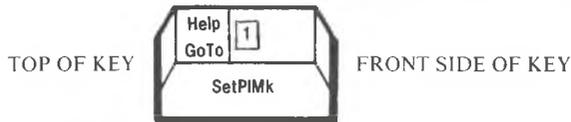
For these modifications, we suggest you first clean the keyboard (preferably with Fantastic®) to remove dirt particles and oil residue. The make sure the keys are thoroughly dry. (Your key tabs will stick better.)

Remove the sheet of pre-cut gummed Key Tabs and the Keyboard Layout from this section. You'll be placing these tabs either on TOP or on the FRONT SIDE of a key. Please ignore extra key labels. These blank key labels are for future additional functions.



FUNCTION KEY TABS

These ten keys are at the top of your keyboard, (1 through 10, left to right). Look at the keyboard layout page and locate the first function key (upper left).



Now look at the first section on the sheet of pre-cut gummed Key Tabs. Above each function key indicator is the tab you'll place on TOP of that key. Below the function key indicator is the tab you'll place on the FRONT side of that key. With your tweezers, remove the **Help/Go To** tab and place it to the left on the TOP of the key. Press it down firmly with your fingertip.

You'll now use the eraser end of your pencil to help you place the tab.

Remove the **Set PIMk** tab with your tweezers and position it on the FRONT side of the I key as shown in the diagram. Once you've done this, use the eraser end of the pencil to initially apply the tab to the key. Press the tab firmly with your fingertip to set it in place.

NOTE: If you accidentally drop a tab down between the keys, do not pick up or tip the keyboard right away. This can move the tab to a position where you won't be able to see it. Retrieve the tab using the tweezers.

If you cannot see the tab, turn your keyboard upside down and shake it a few times. The tab should either fall out or be in a position where you can see it and pick it up with your tweezers.

Continue applying the key tabs for the Function keys in the procedures described above.

TYPEWRITER KEY TABS

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Using the procedures previously described, place the next set of tabs on the FRONT side of the appropriate typewriter keys on the main keyboard. Each tab is under its corresponding letter key on the gummed sheet.

CALCULATOR KEY TABS

The calculator keys are the white and beige keys on the far right of the keyboard.

Most of the calculator key tabs will be placed on the FRONT side of their appropriate keys. There are two calculator key tabs which will be placed on the tops of keys. They are Insert Character (Ins Char) and Delete Character (Del Char). Each tab is under its corresponding calculator key on the gummed sheet.

Place these key tabs on the indicated keys as previously described.

FUNCTION KEYS

1	2	3	4	5	6	7	8	9	10	CLR/ HOME
Help GoTo	PgComb PgBrk	ColMan Cntr	DecTab Indent	LibAtch Library	Replc Search	Hyphn Move	ExtCpy Copy	FmtCur FmtCng	Save Save/ Exit	
SetPIMk	PgLgth	Scroll Left	Scroll Right	Word Hilght	Line Hilght	Sent Hilght	Para Hilght	FmtPg	FmtSys	End

TYPEWRITER KEYS

W	R	P	A	S	D	F	G	H	C	V
Horz Add	Repag	Stop Print	Printr CtrlCode	Hard Space	Draft Print	Footer	GoPIMk	Header	Print Pitch	Vert Add

B	N	M
Requird PgBrk	Enhanc Print	Merge Code

CALCULATOR KEYS

MODE CALC	1	2	3	4
Top of Page	Edit OldDoc	Create NewDoc	Print Cur DocUtil	Print CtrlUtil

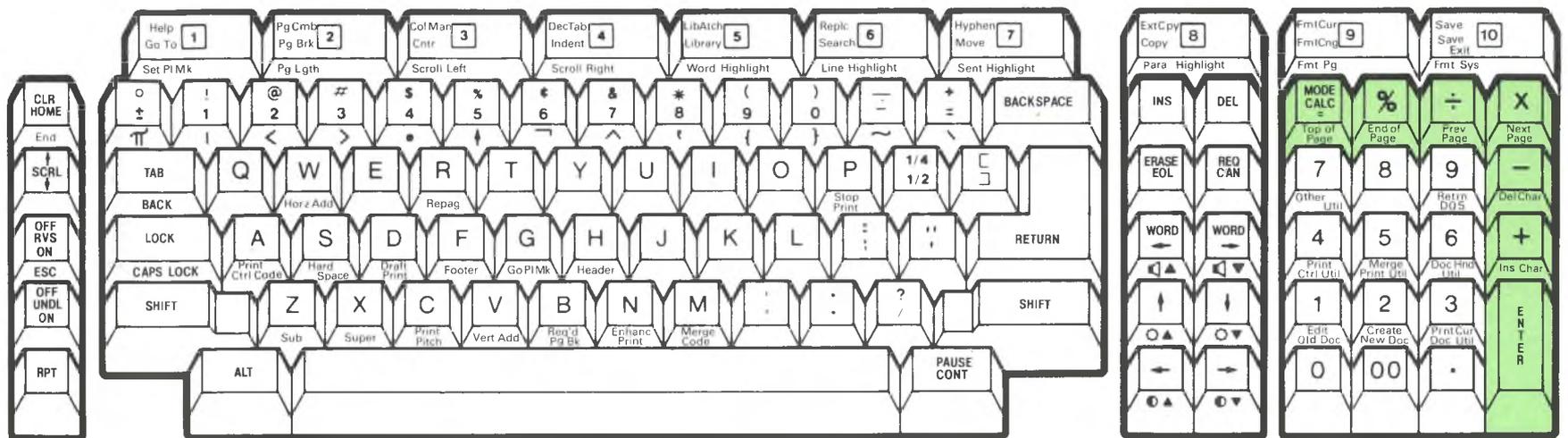
	5	6	7	9	%	÷	X	+	-
<input type="checkbox"/> Top Tabs	Merge Print Util	Doc Handl Util	Other Util	Return DOS	End of Page	Prev Page	Next Page	InsChar	DelChar
<input type="checkbox"/> Front Tabs									

For Instructions on how to apply, see Keyboard Modification Instructions on page A-1 in Appendix A.

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MULTIMATE PROBLEM REPORT FORM

Please provide as much information as possible so that we may quickly respond to the problem.

Name: _____

Title: _____

Company: _____

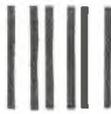
Address: _____

City: _____ State: _____ Zip: _____

Date: _____ Telephone: _____

Version Number: _____

Please describe the problem and attach any additional information.



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IN THE
UNITED STATES

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POSTAGE WILL BE PAID BY ADDRESSEE



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52 Oakland Avenue, North
East Hartford, CT 06108



Fold here



MULTIMATE COMMENT FORM

Please provide as much information as possible:

Name: _____

Title: _____

Company: _____

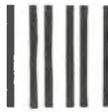
Address: _____

City: _____ State: _____ Zip: _____

Date: _____ Telephone: _____

Version Number: _____

Comments regarding this MultiMate manual and/or the MultiMate Word Processor:



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IF MAILED
IN THE
UNITED STATES

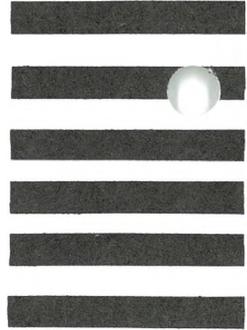
BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 5803 HARTFORD, CT

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Tape

Please do not staple

Tape

GLOSSARY

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GLOSSARY OF TERMS

A few terms used in this manual are listed and defined below. The terminology and definitions may be especially helpful to those unfamiliar with word processing or computers. Some of the definitions are specific to the MultiMate Word Processing system.

abort – the premature termination of a process, function, or procedure.

alphanumerics – composed of letters and numerals, e.g., c12.

ASCII (American Standard Code for Information Interchange) – This is the internal recognition, by the computer, of English letters, numbers, and symbols. ASCII provides a standard format used for interchange between data services.

back-up (backing-up) – The back-up is the additional or spare copy of your diskette. The procedure of copying the data from one diskette to another is called backing-up.

boot – the process where the Disk Operating System (DOS) is loaded into memory and is executed.

bit – contraction of binary digit. The smallest storage element of a computer, represented in a 1 or a 0.

buffer – a storage location (or device) used to temporarily store and assemble data that is transferred from one device to another.

bug (software bug) – a software program defect, malfunction, or error.

byte – represents eight bits. Data is usually stored in bytes.

CPU (central processing unit) – the element of the computer that interprets and executes a program. It's also referred to as a microprocessor.

CRT (cathode ray tube) – This is the display screen contained in the video monitor; it's similar to a television screen.

cursor – a block-style position indicator locating where the next character you type will appear.

data – any information (letters, numbers, symbols, etc.) the computer can process, store, or produce.

default – values that the system uses when no other value is selected by the operator. For example, line spacing default for the word processor is single line spacing.

disk – see “diskette.”

diskette – a flexible, plastic disk coated with magnetic material. Data is stored magnetically on the diskette’s surface.

display – see “CRT.”

DOS (Disk Operating System) – The disk-based operating system is a set of programs for your computer that processes commands, allowing you to manage information and the hardware resources.

drives – These are the devices that allow you to read and write data to and from floppy diskettes.

edit – to modify or revise your data.

EDITPAT (edit printer action table) program – a program on the “System” diskette which allows the operator to edit and/or create his own Printer Action Table (or PAT) files.

execute – The computer’s performance of an operation or command in a program. Similarly, an operator can execute a word processing function.

floppy disk – see “diskette.”

footer – a block of text placed at the end of a page.

format (formatting) – preparing or initializing your diskettes to receive and hold information.

function – Although the computer performs basic functions, in the MultiMate Word Processing system, we generally refer to a function as being performed by the operator. As an example, “Press the Page Break function key (F2)” is a function the operator performs.

global – relating to the entire document, e.g., the global Replace function.

hard copy – printed output from a computer, i.e., your printed document.

hard disk – a rigid disk coated with magnetic material used for storing data. The storage capacity of a hard disk is greater than a floppy disk.

hardware – The “hard” or physical components of a computer system, e.g., disk drives, keyboard, the computer, CRT, memory, etc.

header – a block of text placed at the top of a page.

I/O port (input/output) – a device that enables the computer to input or output data. I/O ports take two forms, serial and parallel.

K – (abbreviation for kilo), however, in actuality 1024 bytes equals 1K bytes.

line length – is used in word processing (in contrast to margins), and is established in the Format Line. Maximum line length is 156 characters wide.

M – (abbreviation for mega), however, in actuality 1,048,576 bytes equals 1M bytes.

memory (or storage) – a basic component of the computer which stores information for later use.

menu – This is a list of numbered functions or options from which you make a selection of which operation or function you want to perform.

microcomputer – a complete, small computing system consisting of hardware and software, with a microprocessor as the CPU. Size, price, speed, and computing power differentiate a microcomputer from a minicomputer or a mainframe.

microprocessor – The wafer-thin integrated circuit (sometimes called a “chip”) performing the CPU’s computational operations.

mini-floppy – see “diskette.”

monitor – see “CRT.”

on-line – that which is stored and accessed on the word processing system, e.g., MultiMate’s on-line Help facility.

page (of text) – may consist of any number of lines desired by the operator. (Pages may be entered in any length up to 150 lines.) This is the amount of text entered after which an end of page [Page Break function key, (F2)] is inserted. (See in relation to screen of text. See also chart, pg. 1-6.)

parallel port – a device that enables the computer to transfer data a byte at a time. (Note: a Centronics printer port is parallel.)

PAT file (printer action table) – a file on the word processor “System” diskette that enables the MultiMate print routine to maximize the capabilities of your printer.

peripheral – devices such as a printer, modem, or display screen, which are connected to, but not actually part of the computer.

pitch – number of characters per inch; many printers can print in different pitches.

prompt – a prompt is the computer’s way of asking you for input. (1) The Disk Operating System (DOS) command prompt is a letter followed by a symbol, e.g., **A>**. This signals that DOS is loaded and is ready to accept a command. (2) The MultiMate system prompts with messages on the screen stating what is happening or suggesting what function you should perform next.

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queue – is a waiting line. Refers to the list of documents to be printed in the order they are submitted by the operator.

RAM (random access memory) – memory the microprocessor can “write to” or “read from.”

ROM (read only memory) – memory the microprocessor can only “read from.” ROM is used for permanently stored programs or variables.

screen – see “CRT.”

screen (of text) – what is actually visible on the screen. There are 22-23 lines of text per screen load. Therefore, one screen load of text will not necessarily be equivalent to one page of text.

- ▶ A screen will hold a page of text if the text is less than 22-23 lines. (Here a screen load of text and a page of text would be the same.)
- ▶ A page of text consisting of more than 22-23 lines will occupy more than one screen. (Here they are not the same.)

(See in relation to page of text. See also chart, pg. 1-6.)

software – the “soft” or programming components of a computer system, including the programs, languages, and procedures.

spool (spooling) (Simultaneous Peripheral Operation On-Line) – items (such as your documents to be printed) that are put on a “spool queue” in the order they are submitted. These items are removed by the printer software so they may be printed in that same order.

spool queue – a queue that is used for a spooling process. See “spool.”

stand-alone – (1) This is a utility or program which is accessed through the Disk Operating System (DOS), rather than from the MultiMate Main Menu. (2) That which functions independently.

Storage – see “memory.”

system, computer – refers to the Disk Operating System (DOS). See “DOS.”

system, word processing – refers to the MultiMate Word Processing system, including it’s operational instructions.

utility – A utility is comprised of functions or small tasks which the computer performs. MultiMate incorporates two types of utilities: (1) utilities which are accessed from the MultiMate Main Menu, and (2) stand-alone utilities [those utilities accessed from the Disk Operating System (DOS)].

word processor – capable of performing many functions and operations, this automated system is used to create, edit, store, and print text.

word wrapping – occurs when you enter a word which is too long to fit on the current line. The word is automatically moved (wrapped) to the beginning of the next line.

write-protect – means that the data can be “read from” but not “written to” a diskette. This guarantees the disk won’t be written on, accidentally destroying data already on the diskette. A diskette is write-protected by affixing a write-protect tab.

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