



## Series 100/MemoMaker



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## **Printing History**

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# INTRODUCTION TO MEMOMAKER

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## “Make a Memo”

This chapter introduces you (and welcomes you!) to Series 100/ MemoMaker.

If you are already familiar with MemoMaker but need an introduction to this book, turn to the section called “Overview of the MemoMaker Manual”—it comes later in the chapter.

MemoMaker is a simple yet powerful word processor for occasional writers—people who need to write although their primary occupation is not writing. It is *not* designed for use by full time writers, word processing professionals, or people whose work requires that they master one of the complicated word processors favored by word processing professionals.

MemoMaker is intended especially for managers and professionals who need to write occasionally to do their jobs. It gets its name from the fact that it is particularly designed to handle the kind of writing that managers and professionals most frequently have to do: *making memos*.



## The Ease of MemoMaker

Like any word processor, MemoMaker divides the work of writing a memo—or letter, or report, or other kind of document—into four parts:

1. Type the memo—what you type appears on screen.
2. Proofread and revise it on screen, without having to retype it afterward.
3. Produce a permanent file copy of it instantly, on disc.
4. Print it automatically.

Other word processors can perform these steps at MemoMaker speed in the hands of experienced word processing professionals. But a word processor that saves you time once you have mastered it does you no good if you don't have the time or inclination to become its master.

MemoMaker is easy to master. Of the many word processors on the market, it may be the simplest to use. If you can type a little and are willing to spend a few minutes with the **Getting Started** section of this manual, you can put it to immediate and productive use.

One reason MemoMaker is easy to master is that it is not "Memo-rizer." Because the HP150's function key labels are displayed on screen, you don't need to memorize a special code to perform MemoMaker's various functions. If you think you don't like paragraph 2 of the memo you are writing, you just touch the screen where it displays the beginning of the paragraph, touch the function key label **Cut Out Block**, touch the end of the paragraph, touch **Block OK**, and watch the paragraph disappear. Then if you decide that you like paragraph 2 after all, but as paragraph 3, you touch a spot lower on the screen, touch **Paste Block**, and watch your paragraph reappear where you've decided it belonged all along.

A second reason that using MemoMaker is easy is that what you see is what you get. You see exactly what you are typing, as you type it, on the "page" on screen, and when you print what you have typed, the printed page looks exactly like the screen page. This means that formatting is simply a matter of getting your document to "look right" on the screen—you don't have to translate what you want to see into code to make it appear on the page.

MemoMaker is designed to do its job very well, a last reason it is so easy to master is that its job is the relatively simple one of writing memos and other short documents. MemoMaker can be used to write books and complex reports, or to produce elaborate mailings—but that is something like using a sports car to haul furniture.

### **The Value of MemoMaker**

MemoMaker works like a very good clerk typist, one who can read your most illegible rough draft memos, type perfect copies of them, and keep the carbons in an efficient filing system. If you function as your own clerk typist, it will make you more productive and your work easier.

Even if you have such an assistant, however, MemoMaker will help you *as a writer*. And it will do this even if your typing is—and always will be—strictly hunt-and-peck.

MemoMaker helps you with writing because writing isn't just thinking up sentences and writing them down. It's that, but it's also looking at what you've written to see whether it says what you mean, changing it, looking some more, changing some more, turning your attention elsewhere for a few seconds or a few weeks, looking some more, and so on.... Writing is "thinking on paper," if you use paper and pencil or a typewriter.

With MemoMaker, however, writing is "thinking on screen," and thinking on screen creates new possibilities for anyone who needs to turn ideas into words. On paper, the more thoughtfully you write the more illegible your draft becomes. You may not know whether you've written what you want to write till you or your assistant has typed up a clean copy of it, and by then it may be too late for further changes, however important they would be. On screen, however, your thoughtful revision replaces original text instead of making a mess of it, so you will know instantly whether this time you have found just the right way to say it.

If you are used to laborious revision, you will find that MemoMaker allows you the revision without requiring the labor.

And if you are used to going with the first thing you put down on paper, you will find that MemoMaker allows you time for the second thing, or the third. You may also find that you are a better writer than you thought you were.

## **The MemoMaker Environment**

Although MemoMaker is even easier to use than word processors intended for occasional home use, it is meant to play a specific role—one of partnership—in complex workplace environments.

Its partnership is with WordStar—another, more complicated word processor.

Probably someone else at your workplace uses a word processor to type up most of what you write, or retype most of what you type. Possibly this person also plays an editorial role: revising, proofreading, updating, or reformatting documents you have written.

In the MemoMaker environment, such a word processing professional will probably use WordStar, not MemoMaker. WordStar is ideally suited for heavy word processing demands, but not for the needs of someone who writes memos, notes, letters, procedures, and other brief documents and not much else.

The working partnership between MemoMaker and WordStar is based on file compatibility: WordStar can read, revise, and print files containing documents written with MemoMaker—and vice versa.

In practice, this means that a manager with no knowledge of WordStar can use MemoMaker to draft a letter or report, file the draft on a disc, and pass the disc itself on to word processing. Using WordStar, word processing can polish and process the draft—proofread and edit it, combine it with other documents, or format it for letter-quality printing or typesetting. A word processing professional isn't underutilized as a "re-typist," and a manager isn't forced to put in the time necessary to learn WordStar.

MemoMaker-WordStar compatibility works in two directions. Just as WordStar can be used to process MemoMaker files, MemoMaker can be used to read or revise documents prepared with WordStar and stored in WordStar disc files. This can be especially valuable when WordStar is used to produce an important document and someone who does not use WordStar subsequently needs to review or update it. In this case, MemoMaker is used to make comments and changes, the disc that contains the amended document goes back to word processing, and WordStar prints a "second edition" without having to retype the first.

You can find more information about MemoMaker-WordStar compatibility in **Appendix B: MemoMaker and WordStar**. Part of the appendix is addressed specifically to WordStar users.

## **MemoMaker Hardware and Software Requirements**

To use MemoMaker, all you need is:

- an HP150 personal computer with 256k or more of internal memory
- a work disc with MemoMaker installed on it
- any HP printer properly connected to the HP150 (optional)
- a few blank, formatted flexible discs

## **Overview of the MemoMaker Manual**

Like MemoMaker, this book about MemoMaker is designed for easy use:

**Introduction to MemoMaker** (the section you are reading), tells you how to use the rest of the book and gives you a sketch of MemoMaker itself.

**Getting Started with MemoMaker** teaches you how to use MemoMaker *competently*; that is, well enough for it to be useful to you as is, but also well enough so that you can begin to teach yourself how to use it expertly.

**Using MemoMaker** contains step-by-step descriptions of all the basic MemoMaker procedures. It serves as a review of the procedures you learn in **Getting Started**, as an “advanced tutorial” that goes beyond **Getting Started** to describe less common MemoMaker procedures, and as a how-to-do-it checklist for experienced MemoMaker users who need to refresh their memories.

**For Your Reference** repeats information about the major features of MemoMaker contained in **Getting Started** but arranges it in “ready reference” fashion. It also gives a more detailed picture of the design of MemoMaker than the preceding sections do, and contains specialized information, shortcuts, and tips for MemoMaker users.

**For Your Reference** contains Chapters 2-5 (**Using MemoMaker** is Chapter 1):

Chapter 2: how to use **For Your Reference**; other sources of information; special terms used in the manual

Chapter 3: a map of MemoMaker; the MemoMaker screen; "Help"

Chapter 4: the MemoMaker keyboard; function key selections (alphabetical by label)

Chapter 5: drives, discs, directories; the File Manager; special files; file names

**Appendix A: In Case of Difficulty...** explains the warnings MemoMaker may give you—by displaying messages on screen or issuing a "beep"—when you may be about to do something the wrong way, and tells you how to respond to the warnings.

**Appendix B: MemoMaker and WordStar** shows you how to use MemoMaker with WordStar.

**Appendix C: For Hard Disc Users** explains modifications in MemoMaker that hard disc users may need to make.

**The Index** covers Chapters 1-5.

## **Getting the Most Out Of the MemoMaker Manual**

Why does a product that takes such a short time to master have such a long manual? One reason is that most of the manual is designed to be used as a desktop or bookshelf reference, not to be read a page at a time. But the main reason is that the manual is written with a number of different readers in mind—as "all things to all people."

If you have never used a word processor before...

Finish this introduction, then complete **Getting Started**, then page through the rest of the manual to see what's in it, paying particular attention to Chapter 1. If you need training wheels, keep Chapter 1 open beside you. After a couple of months of writing with MemoMaker, read **For Your Reference**.

If you are new to MemoMaker but not to word processing...

You may not need **Getting Started**. Page through the rest of the manual to see what's in it, then page through **Getting Started** to see whether it would be useful or interesting to you; if not, read the section in Chapter 3 called "Getting Lost and Getting 'Help'," then use the "Help" screens and Chapter 1 to help you put MemoMaker to work. After a couple of months of writing with MemoMaker, read **For Your Reference**.

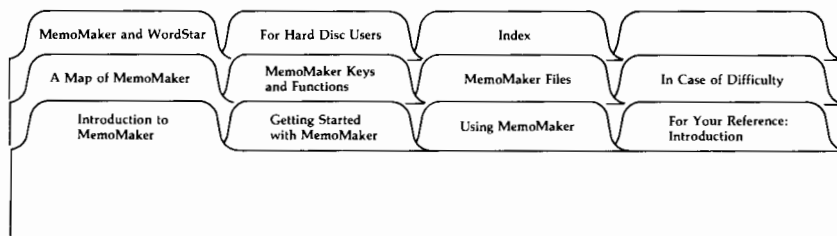
If you know how to use MemoMaker, but not how to perform a specific MemoMaker procedure...

Turn to the alphabetical directory of MemoMaker procedures on the fold-out page at the end of Chapter 1.

If you know how to use MemoMaker, but now need to get some other specific information about it...

Use the following resources to find your way around the manual:

- **The Table of Contents**
- **The Index**
- the manual overview in the previous section (the part of it needed for reference reappears in abbreviated form at the beginning of **For Your Reference**)
- the tabs that mark each of the five chapters, the appendices, and **The Index**



If you use WordStar, but need to work with someone who is using MemoMaker...

Turn directly to **Appendix B: MemoMaker and WordStar**.

If you need to know how to print documents (make hard copies) with MemoMaker, but not how to compose with it...

Read “Print a file in disc storage” and “Print the document in the workspace” in Chapter 1; also read, in Chapter 4, the descriptions of the function keys in the Print Keys group—the fold-out map of MemoMaker at the end of the chapter illustrates the group. Then read the section on template files in Chapter 5.

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# GETTING STARTED WITH MEMOMAKER

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## Lesson One Starting from Square One

This lesson could also be called “Clearing the Decks.” It serves as a checklist of the things you need to have done, and the things that have to be just so, before you can begin learning how to use MemoMaker. The items on the list are ordered by number—you need to follow the order.

And you need to be able to say “Yes, I have” or “Yes, it is” to each of the items before you can get off Square One, and proceed with MemoMaker.

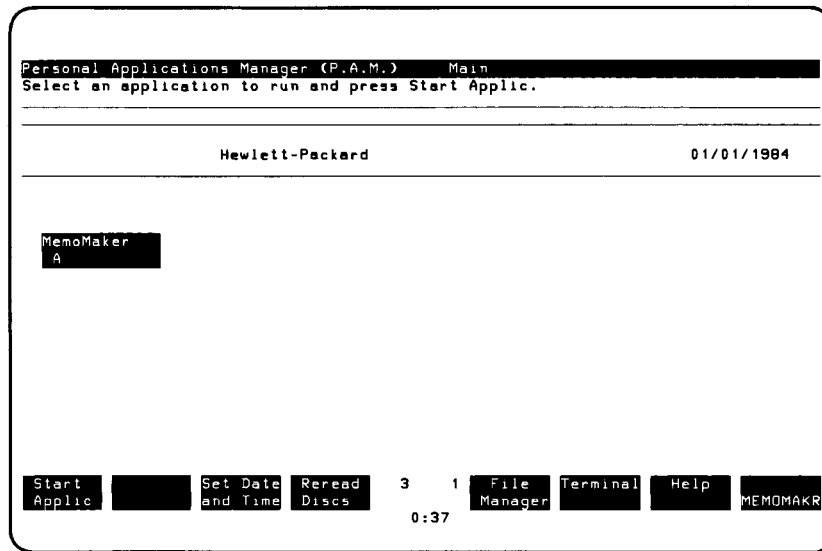
1. If your HP150 personal computer, i.e. your system processor, display screen, and keyboard, hasn't been set up, set it up; instructions are in “Installing Your Equipment,” Chapter 2 in your HP150 Owner's Manual.
2. If your disc drives haven't been connected to your system processor, connect them; instructions are in “Installing Your Equipment.”
3. If MemoMaker hasn't been installed on a Work Disc, install it; if you have a hard disc drive and room on drive A, use drive A. Instructions for installing applications like MemoMaker are in “Applications,” Chapter 6 of your HP150 Owner's Manual; information about Work Discs is in Chapter 7 on “Discs.”



4. Read (if you haven't already) Chapters 3 and 5 of your HP150 Owner's Manual, on "Using Your Equipment" and "P.A.M.," especially the sections on:
  - the HP150 keyboard
  - HP Touch Screen
  - the File Manager utility.
5. If you have a printer to connect to your HP150 computer and it isn't now connected to it, connect it; instructions are in "Installing Your Equipment," and also in your printer owner's manual.
6. Make sure that your printer contains a ribbon and a print element. If it will print on single sheets of paper, insert a sheet; if it will print roller or fan-fold paper only, insert the paper so that it is ready to print.
7. Turn on your disc drive. If you are using a dual-floppy drive, place the MemoMaker Work Disc in drive A and a blank formatted disc in drive B; instructions for formatting a disc are in Chapter 7 on "Discs."

If you are using a hard disc drive, read **Appendix C: For Hard Disc Users** at the end of this book—the section called "Beginners Only" is especially for you.
8. If you haven't already, turn on the system processor—this loads the operating system.

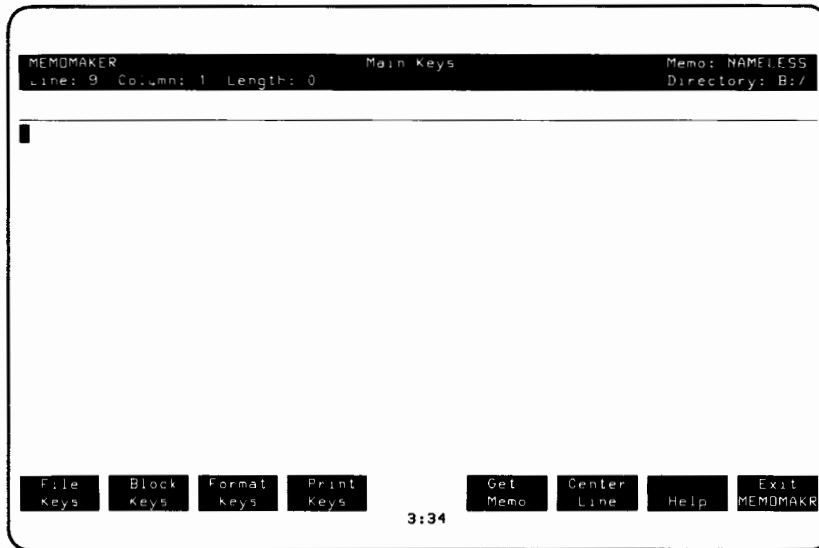
At this point, you should be looking at a screen identical or similar to the P.A.M screen below:



The screen you are looking at need not be identical, because your MemoMaker work disc can be on another drive beside A and there can be other applications listed on the screen beside MemoMaker.

9. Load MemoMaker; instructions for loading an application are in the section on disc drives in "Using Your Equipment."

After you have loaded MemoMaker, you should be looking at a screen like the one below:



















With MemoMaker loaded, for the time being your HP150 is a machine for running MemoMaker and no other application. You will have to exit MemoMaker—"unload" it—before you can load some other application such as Series 100/VisiCalc or Series 100/SimpleGraph.

10. If the printer you plan to use with MemoMaker is either the primary printer connected to your HP150 or the only printer connected to it, and if it is not an internal printer, go on to the next step. If it is the secondary printer, or an internal one, you need to change MemoMaker's printer selection setting before you can use it. To do so...
  - a. Press 14, the function key that corresponds to the **Print Keys** label at the bottom of your screen.
  - b. Press the function key 13 that corresponds to **PRN: \*** a few times: as you can see, the key cycles through three settings, **PRN: \***, **LST: \***, and **AUX: \***.
  - c. If the printer is a secondary external one, set **LST: \***. If it is an internal printer, set **AUX: \***.
  - d. Press the key 18 corresponding to **MEMOMAKR Main**; this restores the first set of MemoMaker function key labels you displayed.
11. Turn the page and read the "The MemoMaker Keyboard".

**Now that you have taken these eleven steps, you are ready to move off Square One and proceed with MemoMaker itself. With MemoMaker still loaded, turn directly to Lesson Two.**

## The MemoMaker Keyboard

- , ,  and the other keys that type characters (letters, numbers, symbols) work like typewriter keys.
-  is like the typewriter “Shift” key—hold it down when you type a letter and you get a capital; hold it down when you type 4 (for example) and you get \$.
-  is a switch—the bottom line on your screen displays CAPS when the switch is “on.” When it is “off” the letter keys behave normally. When it is “on” things are upside down: typing a letter produces a capital and pressing  when typing it produces a small.  affects only the alphabet keys.
- , , and the other keys that type characters or perform repeatable functions repeat themselves when you hold them down, as on an electric typewriter.
- **The cursor** shows you where the next character you type will go; typing that character will move the cursor one space right.
-  is like the typewriter “Tab” key, except that the cursor moves so many spaces right instead of the carriage moving so many spaces left;   i.e. “press  while you are pressing ,” moves the cursor left.
-  works like the “Return” key on an electric typewriter or the carriage return on a manual except for moving the cursor rather than a carriage. But you usually don’t need it, because when you type a word past the right margin, the word “wraps”— jumps to the left margin of the next line—instead.
-  is a switch; the bottom line of your screen displays `Ins Char` when the switch is “on,” i.e. when your computer is in “insert mode” rather than “writeover mode.” If the cursor is on the *t* in “cat” and you are...
  - ...in insert mode, typing *r* gives you a “cart” and the cart pushes all the characters to the right of it one character right. (If the last character in the line is pushed past the right margin, the last word “wraps.”)
  - ...in writeover mode, typing *r* gets you a “car” and the car won’t push the characters to its right.

- **Delete Char** deletes the character at the cursor position; the character that was just to its right moves to the cursor position to take its place, and all characters to *its* right move left one column.
- **Space** (the space bar) also moves the cursor. More than that, it leaves a blank space at the position the cursor is on when you press it, and that blank space is actually a character, the “space character.” This means that if the cursor is on the *s* in “pears” and you press the space bar while you are in insert mode, you end up with one “pear,” one *s*, and a space between. All characters to the right of the *s* are pushed to the right, just as they would be if you typed an alphabet character.
- **f1** through **f8**, the function keys at the top of the keyboard, correspond to the eight function key labels at the bottom of the screen. Pressing **f1** has the same effect as touching the label corresponding to it.
- **←**, **→**, **↑**, and **↓** move the cursor left, right, up, and down.
- **↓** moves the cursor past the line at the bottom of the screen by “scrolling” the screen up; **↑** does the same thing in reverse.
- **Shift** **↑** scrolls the screen up, wherever the cursor is; **Shift** **↓** scrolls it down.
- **↶** returns the cursor to the beginning of the document; **Shift** **↷** moves it to the end.
- **Next** or **Prev** replace the contents of the present screen with those of the next or previous screen (one screen = 20 lines).
- **Insert Line** with the cursor in column 27 on line 5 pushes line 6 and the lines that follow it down a line and moves the part of line 5 beginning in column 27 to line 6.
- **Delete Line** erases the cursor line, moves the succeeding line up to replace it.
- **Clear Line** with the cursor in column 27 erases the part of the line beginning in column 27; **Shift** **Clear Line** erases the whole line but does not move the succeeding line up.

Other MemoMaker key functions are described in **For Your Reference**, Chapter 4, “The MemoMaker Keyboard: Special Key Usage.”



## Lesson Two

# The MemoMaker Screen

MemoMaker uses the standard HP150 display screen in its own unique way. In this lesson, you explore the MemoMaker screen as a way of taking an overview of MemoMaker.

Pause for a moment, before plunging further in, to consider this screen. The main area of it is empty—or *was* empty, if you have been improvising. The cursor is at the top, toward the left. If you think of this area as like a blank page of paper in a typewriter, then the cursor is in the first line you will be able to type, in the first space to the right of the left margin.

1. Strike  **d** or  **s** or any other character key on the keyboard.

As you expected, the character appears on the screen at the cursor point and the cursor jumps one space to the right. This is like what happens when you type a character on a page of paper in a typewriter. At this point you could continue typing and fill the entire screen with words, just as you might fill a page, but to save time...


2. Touch the center of your screen.

As you can see, the cursor jumps to—or very near—the spot you touched.



### 3. Type **MemoMaker**.

Notice that the word starts where the cursor first appeared—as you expected.



4. Press  until the cursor is on the first *M* in **MemoMaker**.




You could also have used HP Touch to move the cursor, but you will probably find that the keyboard is a better resource for small cursor moves, or moves on the same line.


5. Touch your screen a couple of inches from **MemoMaker**; after the cursor move to the new spot, touch the first *M* in **MemoMaker**. If this doesn't relocate the cursor on the *M*, keep moving your finger until it does.


When you touched the *M*, the cursor probably landed close to it but not on it, and if you had to fine tune the cursor with your finger, it probably wasn't easy. You would have done better with one or more of the cursor control ("arrow") keys.


You can think of HP Touch as the airplane, the arrow keys as the taxicab you hail at the airport to take you to a particular address.


6. Press  a few times, noticing as you do that **INS CHAR** flashes on and off at the bottom of your screen. End up with **INS CHAR** off. Then press  (the "space bar") once.


With **INS CHAR** off you are in "writeover mode" rather than "insert mode," so pressing  "writes" a space over the *M* — it leaves you with **emoMaker**. (If you had pressed  instead of  you would have produced **DemoMaker**.)

7. Replace the first *M*, move the cursor to it, then turn **INS CHAR** on and press  once.

With **INS CHAR** on you are in insert mode, so pressing  inserts a space where the *M* was and moves the *M* and every character to the right of it over to make room for it.

8. With the cursor on the first M, press .

You get **eMoMakEr** again, but notice that the cursor hasn't moved as it did when you pressed  the first time. This time you are deleting the M, not writing a space over it, so the characters to the right of it have to shift left to fill up the gap it left.

9. Move the cursor to a blank space before **eMoMakEr**, then press .



Same principle as in the previous step: though no visible character had been deleted, you have in fact deleted a "space character," and accordingly characters to the right have shifted left to fill up the gap.

10. Move the cursor past the end of **eMoMakEr**, then type **MamOMaker MemMaker MemmoMaker**.

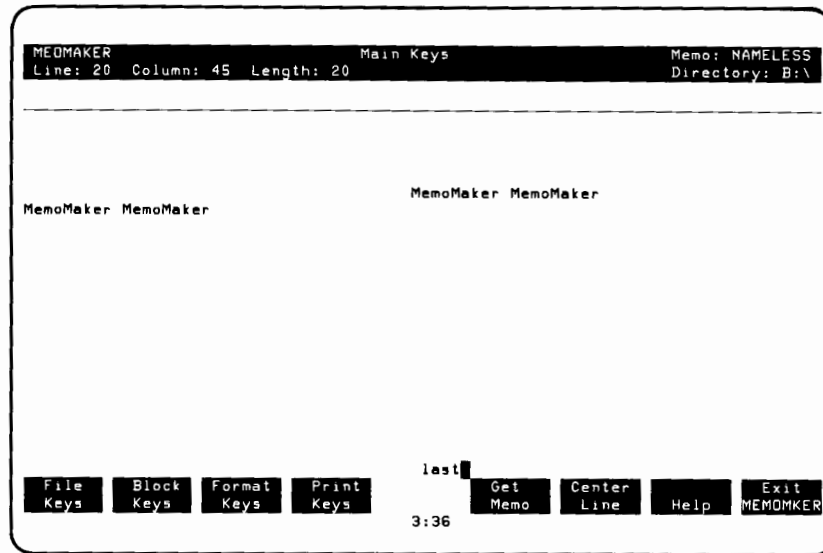
Depending on the location of **eMoMakEr**, you may have experienced "word wrap"—you'll know it if you have.

11. Now make four **MemOMaker**'s out of the misspelled words on screen. You're on your own, but...

...here are some hints:

- **Ins Char** off with **eMoMakEr** and **MamOMaker**
- **Ins Char** on with **MemMaker**
- , not , with **MemmoMaker**

12. Move the cursor to the bottom center of the screen—the top of your screen should read Line: 20—and type a word:





This is like what would happen, on a typewriter, if you rolled the page all the way to the bottom, tabbed over to the middle of the page, and typed a word.

13. Continue typing on the bottom line until you get the “word wrap” effect—until the word you are typing runs into the right margin and jumps to the left margin of the next line. Don’t worry about typing errors, but remember to leave spaces between words:



Your screen now displays lines 2 through 21—line 1 has disappeared—and you could go on doing this for well over a thousand lines. This *isn't* like a page of paper in a typewriter.

14. Now press  . Your screen displays lines 1 through 20 again.

To sum up what you already know, your screen is really a sort of scroll, one that only gets cut up into pages when you have finished composing on the electronic medium and begin to print your composition on the paper one.



It is useful to picture your screen this way, as a window for viewing the temporarily exposed portion of a scroll, but in one way the picture is misleading. You will be working with an electronic scroll if you're writing a ten-page report, but you won't be if it's a ten-line memo. MemoMaker lets your imaginary sheet of paper grow up into a scroll only if the piece of writing you are working on requires it.

Another way that the picture of the scroll is misleading is that a true scroll is a permanent or at least lasting medium. Though a disc in your disc drive or a sheet of paper are such permanent media, the part of your computer's memory that you view through the screen window is erased when you exit MemoMaker, or when you turn off the electricity, or when you perform various other operations. Unless you have saved the contents of your computer's memory on a disc, they are lost.

In the language that this manual uses, MemoMaker provides a *temporary workspace*, one in which you can create a memo or other document as short as a short page or as long as a long scroll.

Accordingly, your screen is your window on all or part of "the document in the workspace" while you write, revise, review, or print it.

15. Now look at the top of your screen, at the area above the horizontal line.

You read what line and column the cursor are in, and how long the document in the workspace currently is. (If you have pressed no other key since you pressed  , the cursor is in line 20; your document is probably 21 lines long.)

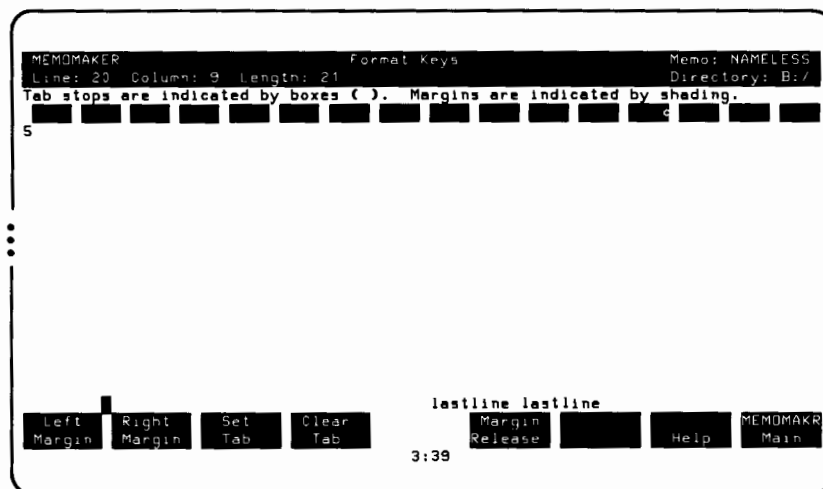
You read that the document in the workspace, the "memo," is still "nameless"—it doesn't yet have a file name. You also read that the logged directory is B:\. This means that if you gave the document a file name and then went through the necessary steps to save it as a disc file without specifying the disc or the directory on the disc, it would be saved in the root directory of the disc in the B: drive, i.e. in B:\.

You also read that the eight function key labels at the bottom of your screen label the "Main Keys," more precisely "the Main Function Key Group."

16. Look at the first four Main Keys—**File Keys**, **Block Keys**, **Format Keys**, and **Print Keys**.

MemoMaker contains five function key groups, and these four labels stand for the other four. Touching one of these labels, or pressing the function key that corresponds to it, displays the corresponding function key group. (**Getting Started** speaks as if you will be touching the screen, not using the keyboard, although you can do either.)

17. Touch **Format Keys**—the screen top and bottom should be as they appear below:



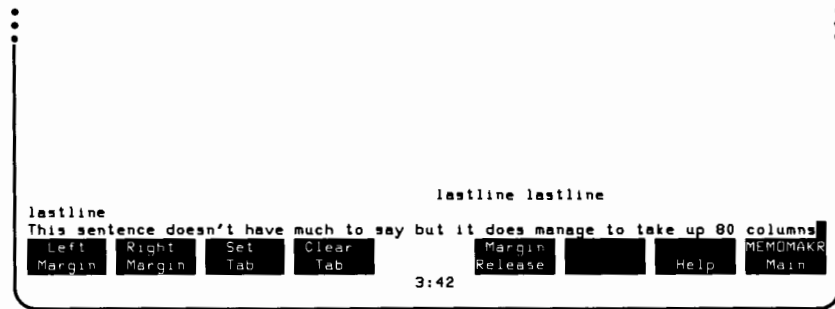
You can see that five of the Format Keys have to do with margins and tabs, and that a ruler line is now displayed at the top of your screen to show you the current margins and tab stops — margins in columns 1 and 65, tabs in columns 1, 6, 11, 16, and so on. Notice that there is a key that routes you back to the Main Keys (MEMOMAKR Main), but that the Format Keys provide no route to the other three function key groups.

One function of the function keys is to perform functions for which typewriters have special keys but computer keyboards do not. For example...

- 18. Press [Return] enough times so that the cursor is at the left margin of a blank line, then touch Margin Release.

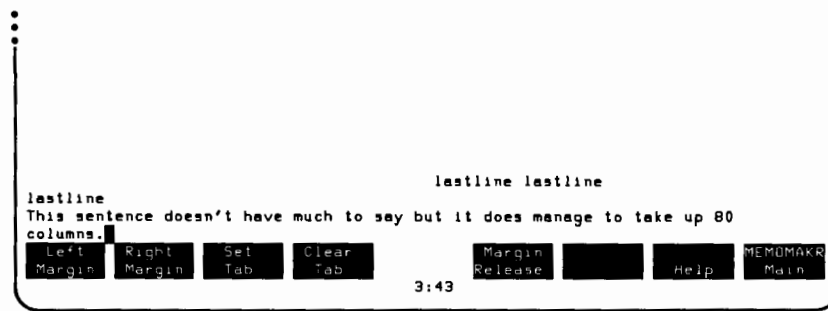
An asterisk appears on the label to show that it is “on,” and you can confirm this if you...

- 19. Type the long sentence displayed on the screen bottom below—don’t put a period after “columns” yet:



Notice that beyond the margin—column 65—characters are displayed in half intensity. Assuming that you typed accurately, notice as well that your sentence actually took up 79 columns—it needs a period to make it to 80.

20. Type the period:



The word “columns” and the period wrap, the point being that MemoMaker’s maximum line length is 79 columns. Notice that **Margin Release** is still on, even though the cursor is on the next line.

21. Press **Return**.

The disappearing asterisk shows that you have “unreleased” the margins. Touching **Margin Release** again would have had the same effect, but moving the cursor back within the margins by some means other than actually pressing **Return** would not have.

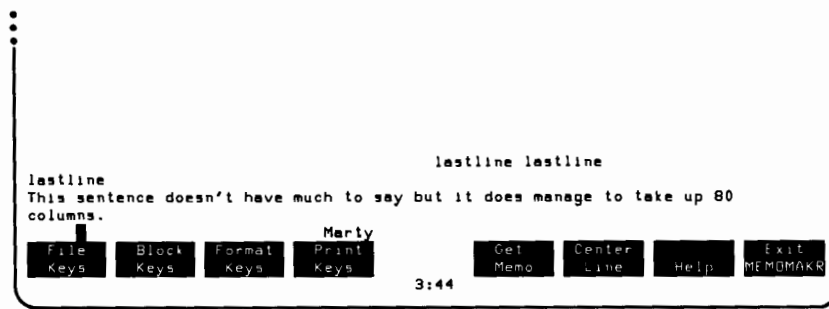
22. Touch **MEMOMAKR Main**.

Each of the four secondary function key groups has this route back to the Main Keys. The Main Keys are “main” because you have to pass through them on your way between any two other sets of keys. (You are in the position of a tree-climber—a human one, not a jumping squirrel!—who has to return to a main branch to pass from one secondary branch to another.)

23. Press **Return** (if you need to) to position the cursor at the left margin of an empty line, then...


24. Type your name or some phrase less than a line long; then...

25. Touch **Center Line**:



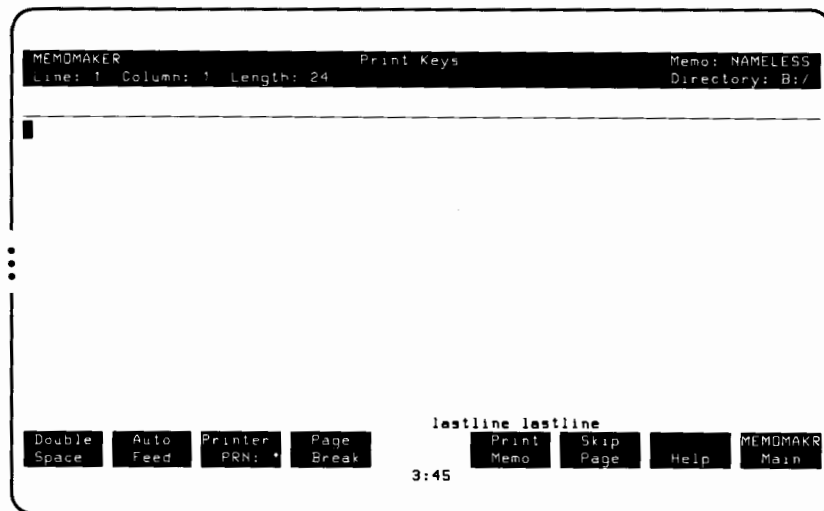
The name or phrase should jump toward the center of the screen — strictly speaking, it should center itself with respect to the left and right margins, which are not centered on the screen.

Another function of the MemoMaker function keys is to perform automatic operations like line centering. On a typewriter, line centering requires time-consuming calculations. (And on most other word processors you have to type a code to perform it.)

26. Press  to return the cursor to the beginning of your "memo"—you are about to print it, and the cursor marks the point at which the printing will begin.
27. Now turn on your printer (if it is turned off) and insert a sheet of paper (if you haven't already).



28. Touch **Print Keys**—the screen top and bottom should be as they appear below:



29. Touch **Double Space** and **Auto Feed** a few times, then leave them as you found them—"off," i.e. with no asterisk displayed.

"Off" means "single space" and "manual feed." "Manual feed" is another way of saying "Insert a page by hand if you haven't already, print it, remove it by hand, insert another page by hand, print it, and so on"—just like a typewriter.

**Auto Feed\***, i.e. "on," is for the sort of computer paper that comes in "fan-folds," with the sheets connected along perforated lines or in rolls. It means that the printer keeps on going when it comes to the end of a page.

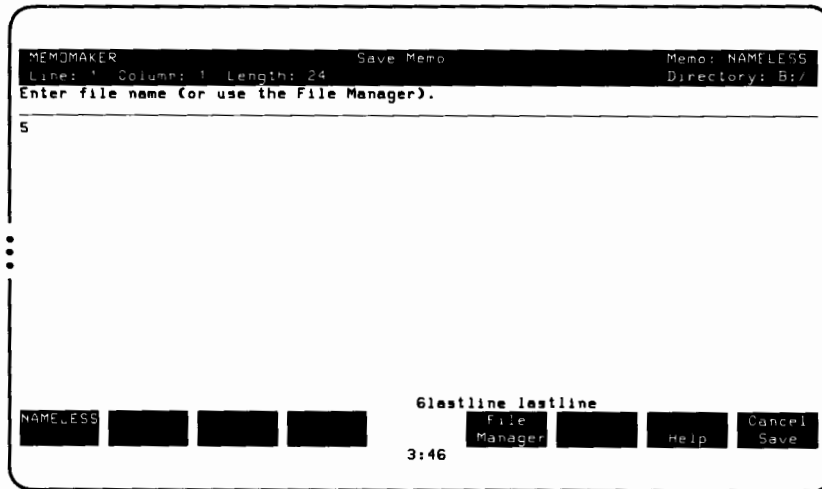
30. Touch **Print Memo**.

If all goes well, this should have the effect of printing your first MemoMaker composition, or the first page of it if you have typed beyond line 55. (With manual feed, the printing starts at the cursor point and goes on for the length of your composition or for the standard page length of 55 lines, whichever is less.)

With MemoMaker, what you see on screen is what you get on paper, so you should recognize what the printer has produced.

If you don't, or if it produces nothing, rest assured. There's more on printing in Lesson Five.

31. Touch **MEMOMAKR Main**, then **File Keys**, then **Save Memo**; the screen top and bottom should be as they appear below:




You use **Save Memo** to give the document in the workspace a file name and save it as a permanent disc. Keys like **Print Memo** are comparable to typewriter functions, but **Save Memo** and the other File Keys perform disc filing operations for which there is no real typewriter equivalent.

When you selected **Save Memo** from the File Keys, a number of things happened:

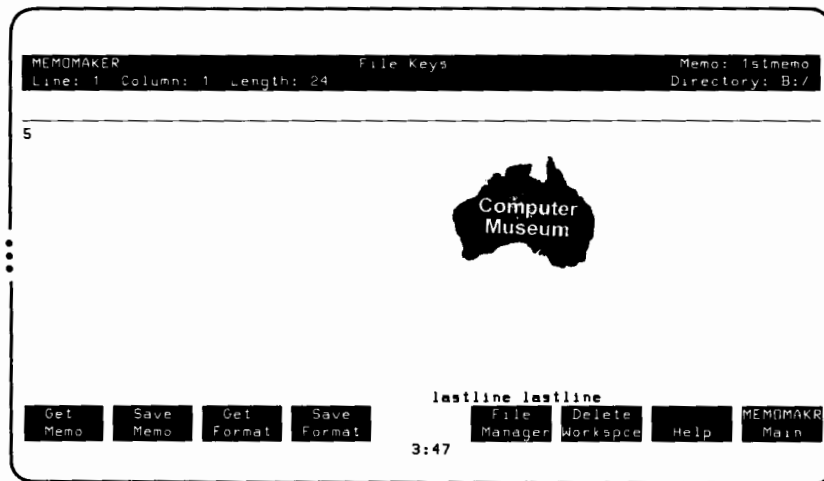
- **Save Memo** replaced File Keys at the top of your screen
- a message that prompts you to **Enter file name (or use the File Manager)**. was displayed on the line two lines below
- the cursor jumped to the input line, to the spot where you **Enter file name**—a file name being the input specified on the above
- a new set of function keys was displayed.

**Save Memo** is displayed to tell you that these function keys are an “extension” of **Save Memo**—keys that are displayed only after you select **Save Memo** and used only to carry out the procedure selecting **Save Memo** initiates.

One key on the **Save Memo** Extension is labeled **NAMELESS**, the same word you see at the top of your screen. This function key carries the name of the document in the workspace, and touching it (don’t!) has the same effect as typing in the file name of the document on the line where the cursor is now located and pressing **Return**. In this case, if you touched **NAMELESS**, your document would be saved on disc as a file named **nameless**. To avoid this absurdity...

32. Type **1stmemo** on the input line and press .

This has the effect of saving your document on a disc. The only *visible* change—

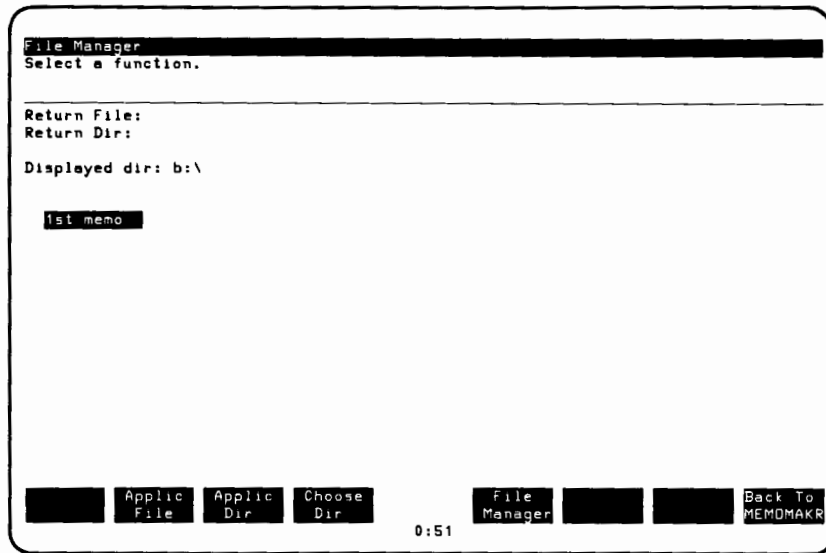


Lesson 2

—is that the File Keys are displayed again, and **1stmemo** appears on the top line of the screen—which means that the “memo” you have been writing now has a proper file name. Invisibly, however, a copy of the “memo” still displayed on screen has been saved in the root directory on the disc in the B drive under the name **1stmemo**.

To confirm that you have saved **1stmemo**, you can look at a list of the files in your logged directory. To do so...

33. Touch **File Manager**—a screen like the one below should appear:



Touching **File Manager** has the effect of putting MemoMaker on hold and giving you access to the File Manager utility.

If the File Manager directory of **B:\** contains **1stmemo**—as it now should—you know you have just made a permanent record, in the root directory on the disc in the B drive, of your first MemoMaker document.

34. Touch **Back to MEMOMAKR**.

This takes you back to MemoMaker—to MemoMaker in exactly the same state it was in when you put it on hold.

If this were a typical MemoMaker session, there are a number of things you might do next:

- revise **1stmemo**; print the revision or update the disc file with it
- erase the contents of the workspace, i.e. the copy of **1stmemo** you now see on the screen, with the **Delete Workspace** key; use the workspace to write another document
- use the **Get Memo** softkey to replace the contents of the workspace with the contents of another file retrieved from a disc
- print the other file, or use the workspace to revise it and then print it
- update the revised file on disc, and so on.

As it is, this is only the second MemoMaker lesson, and nearly the end of it at that. To review what you have learned, and to learn one last thing about MemoMaker...

35. Touch the **Help** function key.

An asterisk appears on the **Help** key, and **1stmemo** is replaced on the main screen area by a listing of information about the File Keys:

```
MEMDMAKER                               File Keys                               Memo: 1stmemo
Line: 1 Column: 1 Length: 24            Directory: B:\

MEMDMAKER FILE KEYS
Get Memo      - displays the File Saving Extension and lets you save the
               document in the workspace as a disc file; then displays
               the File Naming Extension to begin retrieval of a file from
               disc storage to put in the workspace.
Save Memo     - lets you name or rename document in workspace, then stores
               copy of it as a disc file; displays File Saving Extension.
Get Format     - retrieves a disc file with tab stops, margin settings,
               justification status, enhancement settings, "Ins Char"
               setting, logged directory settings, and printer settings.
Save Format    - stores the current format as a disc file (see "Get Format"
               above for file contents).
File Manager  - puts MemoMaker on hold, provides access to File Manager.
Delete Wordspce - displays the File Saving Extension and lets you save the
               document in the workspace as a disc file; then the entire
               contents of the workspace are erased.
Help          - when "on" (*), displays information about the currently
               displayed function key group and blocks normal operation of
               the keyboard and function keys.
MEMDMAKR Main - displays MemoMaker's Main Keys.

MEMDMAKR Main
Get Memo      Save Memo      Get Format      Save Format      File Manager  Delete Workspce  Help *  MEMDMAKR Main
17:32
```

The asterisk in **Help** means "on," which means that you are in the Help Mode. Until you touch **Help** again, you continue to be "in Help." When you are in Help, pressing almost any key gives you helpful information about that key's function but otherwise performs no function at all—it is "disabled." In Help, the only keys that function normally are the function keys **File Keys**, **Block Keys**, **Format Keys**, **Print Keys**, and **MEMDMAKR Main**: they continue to move you from one function key group to another.

36. Read the summary of the File Keys.

You will be reassured to know that Lesson Three is concerned with the File Keys you haven't used yet.

37. Touch **MEMOMAKR Main**, then read the summary of the Main Keys.

You should have been familiar with all the Main Keys except **Block Keys**, **Get Memo**, and **Exit MEMOMAKR**. You will use **Exit MEMOMAKR** to end this session, Lesson Three will begin with **Get Memo**, and Lesson Four will concern the Block Keys.

38. Stay in Help—that is, press any keyboard key, and touch any function key but **Help**—until you have explored the entire MemoMaker keyboard and each of MemoMaker’s five function key groups.
39. If the Main Keys aren’t now displayed, touch **MEMOMAKR Main** to display them; then touch **Help**.

This takes you out of Help, and puts the main screen back in the condition it was in when you entered it, with **1stmemo** on display.

40. Type something else on your screen, as much as you want but something.

You are almost ready to end Lesson Two....

Notice that you just “revised” **1stmemo**: your workspace copy of it is an updated version of your disc copy. You will get a chance to update the disc copy before you go on to Lesson Three.

41. ...If you are going to turn to Lesson Three immediately, touch **File Keys**, then **Delete Workspce**.

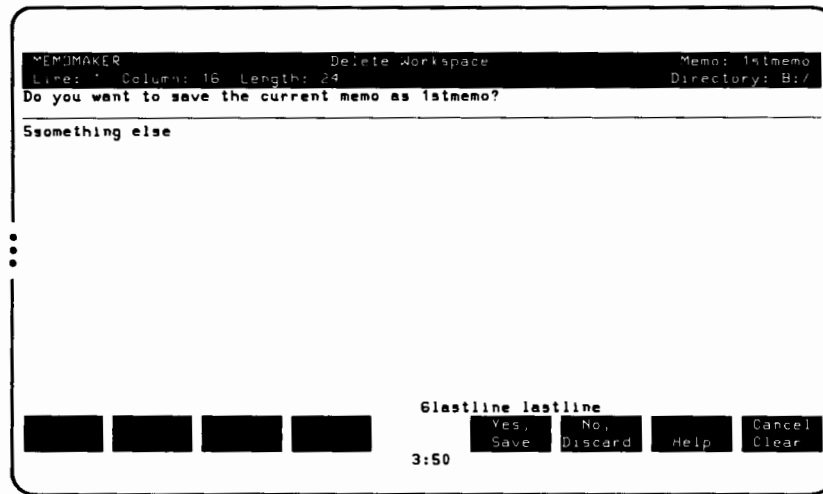
...If you are going to exit MemoMaker and take up Lesson Three later, touch **Exit MemoMaker**.



In either case, you are asked

Do you want to save the current memo as 1stmemo?

and given two function keys to choose between: **Yes, Save** and **No, Discard**:



42. Choose **Yes, Save**: it has the effect of updating the disc file named **1stmemo** by putting the more recent workspace version in its place.

By doing this, you have:

- updated **1stmemo**
- completely erased the contents of the workspace (though not the disc copy of those contents)
- "unloaded" MemoMaker and restored the P.A.M. display to your screen (if you touched **Exit MEMOMAKER**)
- completed Lesson Two.

**Well done!**

## Lesson Three

# A MemoMaker Session: Files and Formats

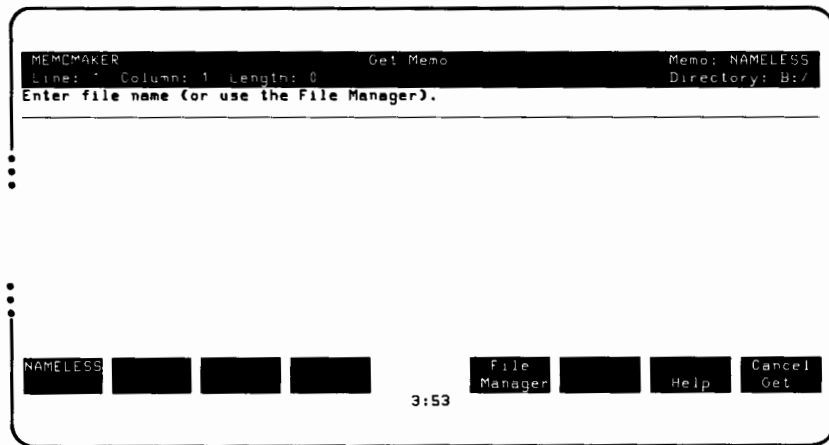
In Lesson Three, you get a chance to simulate a typical MemoMaker session. During the session, you learn more about moving files from the temporary workspace to permanent disc storage and back. You also learn how to set page formats — margins and tab stops — and save these settings for later use.

To start Lesson Three, load MemoMaker as you did in Lesson One and at the start of Lesson Two. Use the same discs in drives A and B — the MemoMaker Work Disc in A and the disc that now contains **1stmemo** in B. Once the Main Keys are displayed, begin the lesson.

### A Script for the Session

One of your colleagues, a MemoMaker beginner, has just handed you a disc that contains an important letter. (Small world! It is your MemoMaker work disc.) Your colleague wants you to review the letter before it goes out. You read the letter and respond to it with a note suggesting changes.

1. Touch **Get Memo** — the screen top and bottom should be as they appear below:



Your colleague has told you that the letter is filed in the root directory under the file name **deckchrs.let**, and you have put the work disc, which contains **deckchrs.let**, in drive A, so you...

2. Type **A:\deckchrs.let** on the input line (the line with the cursor) and press **Return**:

```
MEMOMAKER                               Main Keys                               Memo: A:\deckchrs.let
Line: 1 Column: 1 Length: 29             Directory: B:\

Mr. Aristotle Ahab
Titanic Cruise Lines
San Francisco, California

Dear Mr. Ahab,

    I am sorry to hear that the delay in our shipment of deck
chairs has inconvenienced you, but I find it hard to believe that
your ship has been unable to sail without them. Neither do I
believe that an oceanic tour has had to be called off, nor that
you have lost the good will of hundreds of satisfied customers.
    Rather, I suspect that you enjoy exaggeration, and even take
pleasure in telling outrageous lies. I am sure your friends find
you very amusing.
    In fact, our own delays have been as grave, and unavoidable,
as you claim yours have been. Our floating cushion engineer is
having a personal crisis, and production has been at a standstill
for weeks.
    We will keep you well informed of the situation. In the
meantime, may I suggest that you develop on-deck logging and
```

File	Block	Format	Print	Get	Center	Exit
Keys	Keys	Keys	Keys	Memo	Line	MEMOMAKER

4:00

A letter is displayed on screen. Notice that **A:\deckchrs.let** appears at the top of the screen to identify it. If you had typed only **deckchrs.let**, MemoMaker would have searched for the file in the logged directory **B:\** and not found it.

3. Read the letter; after you have read one-screen's-worth, use `Next` to display the rest of it, then `Prev` to restore the beginning.

Your colleague could have printed the letter out and given you a paper copy, but since you are bound to suggest changes in it before mailing anyhow, Marty must have decided to put off printing — and save a step — until you've had your say.

You see that big changes need to be made, and you have a number of options. You could make them yourself, as if you were revising a piece of your own writing, but you don't have the time. You could print out the letter yourself, and then write your comments in the margins and between lines, but you'd like to avoid the printing step just as much as Marty does. You could clear Marty's letter from the workspace, then use the workspace to write a memo to Marty about it, then save the memo as a new file on Marty's disc, maybe as **marty.mem** — but then neither you nor Marty could look at both the letter and the memo at the same time without printing out one or the other of them. In the end, you decide to tack a note on to the end of Marty's letter, in the same file, so that both letter and note will be in the workspace at once. Once Marty has read the note and reacted to it, MemoMaker can easily erase it from the file containing the letter or — if it's worth keeping — make another file out of it.

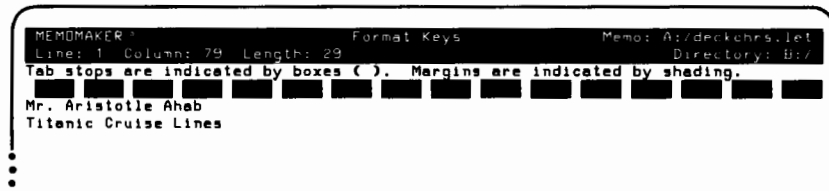
The margins of Marty's letter seem to be about 65 columns apart, a good width for standard business stationery 8 inches wide but not as wide as your screen will allow. You decide to set your margins as wide as possible so that more of your note will appear on the screen at once. (You like to see as large a chunk of your writing at one time as is possible, to make it easier to keep track of what you are saying, and you think you may have a whole screen's worth of comments.)

4. Touch `Format Keys`.

The ruler line tells you, or should tell you, that your left and right margins are in columns 1 and 65 and that your tab stops are in columns 1, 6, 11, and so on. This is the standard MemoMaker format, and if your ruler line tells you something different, someone has modified it.

You change margins, and set or clear tab stops, by placing the cursor in the column where you want the margin or tab stop, or want a tab stop cleared, and then selecting the appropriate function key.

5. Move the cursor as far right as it will go — it should be column 79.
6. Touch **Right Margin** — a screen like the one below should appear:



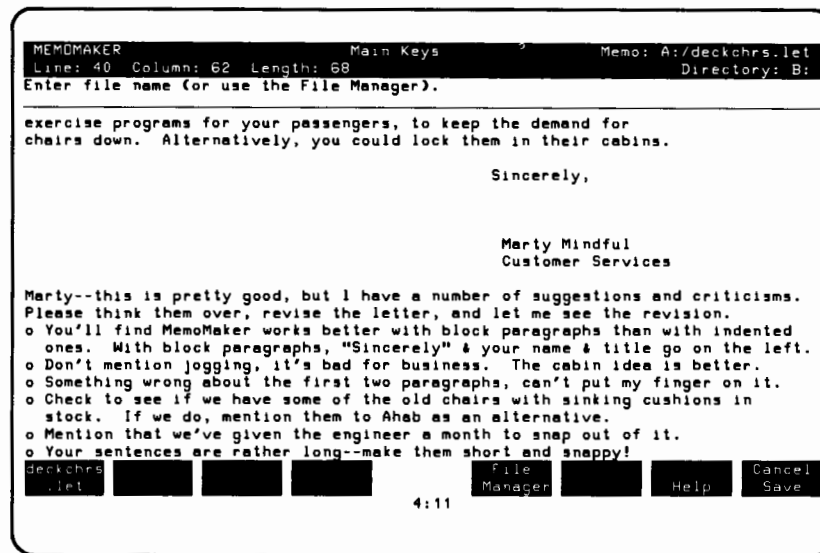
The ruler line confirms that you have reset the right margin in column 79.

7. Press **Shift Tab** a few times, then **Tab** a few times, then **Shift Tab** till the cursor is back in column 1.

Notice that the tab stops correspond to the “boxes” in the ruler line that are mentioned on the prompt line. You set and clear tabs in the same way that you set margins, by locating the cursor in the appropriate column and touching the appropriate function key.

8. Use **▶** to move the cursor to column 3, then touch **Set Tab** to place a tab stop there.
9. Press **Shift ▼** to move the cursor to the end of Marty’s letter.

This is the point at which you will begin your note to Marty, which is going to be like the note on the screen below:



10. Type the note. Take time to get it perfect, and if that involves correcting some mistakes, make a mental note of the techniques you used. If you want to add anything, to help Marty write a better business letter, go ahead!

After you typed your "bullets" (o), did you move the cursor to column 3 with the  Space or  Tab? Either would have served the purpose.

Did the word *ones* ("with indented ones.") wrap? When it did, how did you indent it two spaces? Did you press  Insert Char to put MemoMaker in insert mode, use  to move the cursor back to the *o*, then use the space bar to move the entire word two spaces right?

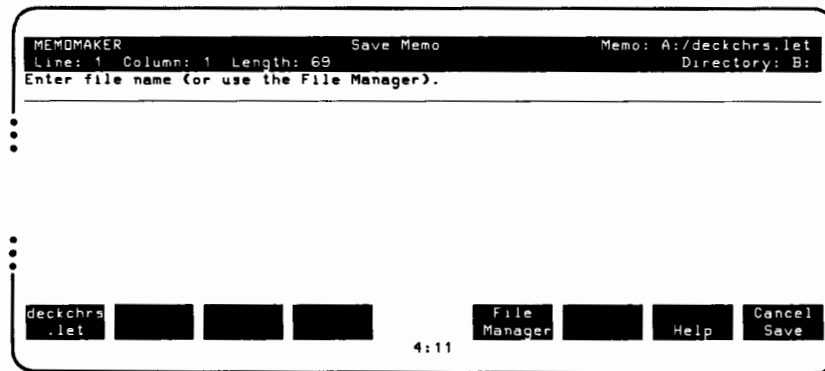
If you made a typing error, did you correct it in insert mode or writeover mode? In insert mode, you probably moved the cursor back to the point where you went wrong, typed it right (if there was anything to type), then used  Delete Char to erase your mistakes. In writeover, after you moved the cursor you probably typed the right word or spelling over the wrong, then used  Delete Char to erase any mistakes left over. If your correction was longer than your mistake, you probably ended up in insert mode, whichever mode you started in.

Did you use **Return** anywhere but after the last word of the note? You probably didn't need to — word wrap would have done the job.

Did you end up with text so different from what you were copying that you had to use **Delete Line** on it and start over? You will learn advanced editing techniques in Lesson Four that will make that sort of thing unnecessary.

You have finished your note to Marty. Now you need to save it on a disc so that you can pass the disc back to him. You could also print it, but you're in a hurry or (for the sake of argument!) your HP150 isn't connected to a printer.

11. Touch **MEMMAKR Main**, then **File Keys**, then **Save Memo** — the screen top and bottom should be as they appear below:



The function keys make up the same extension to **Save Memo** that you displayed in Lesson Two, but now the key that was labeled **NAMELESS** is labeled **deckchrs .let**. Moreover, now you can use the key as a quick way to **Enter file name (or use the File Manager)**. — quicker than typing **A:\deckchrs.let** on the input line and pressing **Return**.



## 12. Touch `deckchrs.let`

This has the effect of updating **deckchrs.let** — replacing the file on the work disc that contains Marty's letter with a file that contains both the letter and your note about it — and restoring the File Keys to the screen.

Except where this function key is labeled `NAMELESS`, it contains the file name of the document in the workspace exactly as you typed it; for lack of space, it does *not* contain any path name you typed, but it "implies" the path. This is the reason touching `deckchrs.let` updated **deckchrs.let** on the disc in drive A instead of creating a new disc file on the logged drive B.

You're finished with Marty, but it occurs to you that you often use the format you established on his behalf, the one with the right margin out to column 79 and a tab stop in column 3, to write notes. If you could somehow save this format for later use, you wouldn't have to make these settings again. Accordingly...

## 13. Touch `Save Format`.

Notice that the extension displayed is the same one you just displayed with `Save Memo` except for the key that, with `Save Memo`, was labeled `deckchrs.let`. Even though **deckchrs.let** is still the document in the workspace, the key is labeled `startup.fmt`.

Don't touch it!

`startup.fmt` stands for the current format just as `deckchrs.let` stood for the document in the workspace, i.e. the current document, and **startup.fmt** is a file name just as **deckchrs.let** is. When you loaded MemoMaker ("started up" MemoMaker) MemoMaker's format was loaded along with it as the file **startup.fmt**. But you have changed that format — the right margin is in column 79 and a tab stop is in column 3 — so **startup.fmt** now has two versions, the original on the work disc and the format currently in use.

The effect of touching `startup.fmt` would be to replace the disc version of the format with the version currently in use. You want to save the format currently in use, but you don't want to replace — and thus obliterate — the original. Accordingly...

14. Type **wideline.fmt** on the input line and press .

This has the effect of saving your "wideline" format as a file on the logged disc — its full name will be **B:\wideline.fmt** — and leaving the original disc version of **startup.fmt** on the work disc intact.

Admittedly this is a somewhat artificial operation, since the format file **wideline.fmt** is nearly identical to the format file **startup.fmt** — only one margin and one tab stop are different. In practice, you would be unlikely to create a new format file like **wideline.fmt** unless it contained a good deal more new formatting information.

In fact, MemoMaker format files contain a great deal of information beside margin settings and tab stops:

- "justification" status (whether MemoMaker will justify a block of text, i.e. make the right margin even: in **startup.fmt** it won't)
- **In3 Char** setting (insert or writeover mode: **startup.fmt** is writeover)
- **Double Space** and **Auto Feed** setting (**startup.fmt** is "off")
- "enhancement setting" (whether MemoMaker is set to underline specially designated text, print it in boldface type, or remove one of these enhancements from it: **startup.fmt** underlines)
- logged directory and drive (**startup.fmt** says **B:\**)
- printer selection setting (**startup.fmt** says "primary printer")

With all of these other format settings, of course, **wideline.fmt** is merely a duplicate of **startup.fmt**.

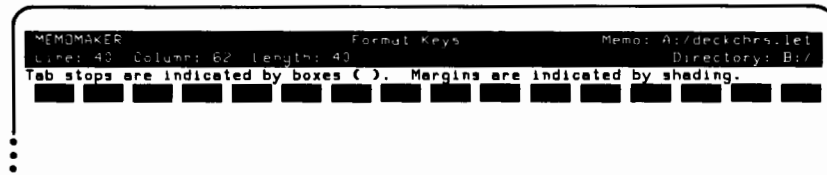
Notice that the File Keys are displayed again.

15. Touch .

Notice that the key that was labeled **startup.fmt** is now **wideline.fmt**.

16. Type **A:\startup.fmt** on the input line and press .

17. Touch **MEMOMAKR Main**, then **Format Keys** — the screen top should be like the one below:



As you can see on the ruler line, retrieving the original version of **startup.fmt** from the work disc moved your right margin back to column 65 and restored column 3 to its original “unstopped” condition.

18. Touch **MEMOMAKR Main**.

Lesson Three is about to end, so...

19. ...If you plan to turn immediately to Lesson Four, press **Clear Display**. (This has the same effect as selecting **Delete Workspce**, and is easier when the File Keys are not displayed.)

...If you plan to exit MemoMaker for now, touch **Exit MEMOMAKR**.

**Once more, well done!**

## Lesson Four

# Cutting Out, Copying, Pasting

To start Lesson Four, load MemoMaker as you did in the previous lessons. Use the same discs in drives A and B—the MemoMaker Work Disc in A and the disc that now contains **1stmem.txt** and **wideline.fmt** in B. Once the MemoMaker Main Keys are displayed, begin....

1. Touch **Get Memo**.
2. Type **A:\rufdraft.let** on the input line and press **Return**—a screen like the one below should appear—

```
MEMOMAKER                               File Keys                               Memo: A:\rufdraft.let
Line: 1 Column: 1 Length: 57             Directory: B:/

Dear Dad,

As I said on the phone the other evening, it was wonderful to visit with you.
Too bad mom wasn't home when I called, but that gave us a chance for a good
long chat. As a matter of fact, my telephone bill is going to be staggering!
Would you consider paying for part of the cost of the call? I'm short this
month. Please give mom my love, and give my regards to the neighbors.

When we talked about computers, you asked me what word processing was, so I
thought I'd write you a letter that showed you some of the things a word
processor can do. I don't know when I'll mail the letter, though, because I
just finished the lesson about printing what I wrote on paper, and I'm not sure
I've got the hang of it.

In some ways a word processor is just like a typewriter. You type on a
keyboard, the words show up (though on a display screen 20 lines at a time
rather than on paper), and you have shift keys, margins and margin release, tab
stops, and carriage returns. But just when you get used to thinking of your
word processor as a typewriter, it surprises you. For example, when I reset
the margins, I can make the new settings retroactive: in this letter, the left
:
:
:
```

—containing a “Dear Dad” letter from Marty, more precisely the rough draft of one.

3. Use `Next` to help you read through to the end of it, then `Return` to return to the beginning of the letter.

In this lesson, you will use MemoMaker's basic editing capacities to revise this draft according to Marty's specifications. If you turn ahead a few pages you will see the final draft you are shooting for, but there is no need to do that to complete the lesson.

Notice that the lines of the draft are wider than 65 columns—the letter was probably written with the right margin set in column 79. You will need to reset your right margin at 79 to revise the letter, but since you already have a format with that right margin setting saved on disc as the file **wideline.fmt**, you can do so by retrieving **wideline.fmt**.

4. Touch `File Keys`, then `Get Format`.
5. Type **wideline.fmt** on the input line and press `Return`.

Your right margin is now in column 79. (You also have a tab stop in column 3, but it won't get in your way!)

6. Touch `MEMOMAKR Main`, then `Block Keys`.

The Block Keys contain the keys you use to "cut out, copy, and paste," the basic revising operations, and some others you will find out about as you go along.

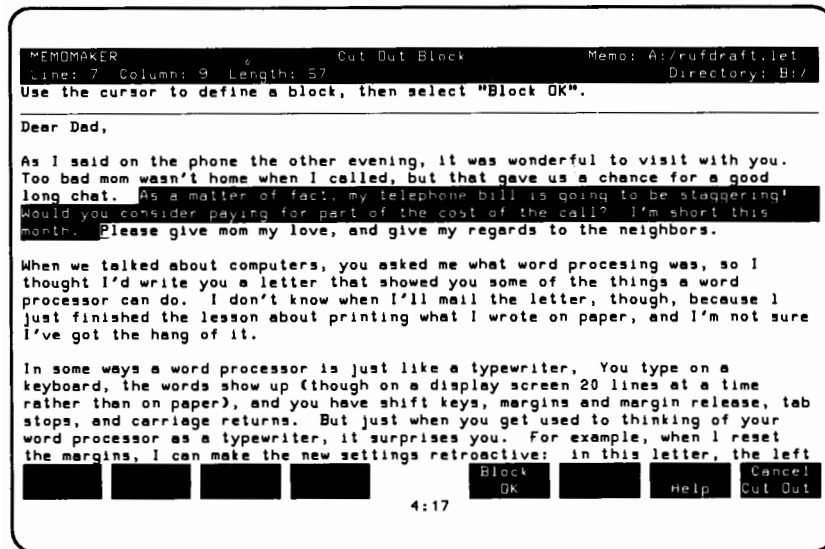
7. Move the cursor to the first letter in the sentence beginning **A s a matter of fact**—it should be in column 13 on line 5.
8. Touch `Cut Out Block`.

The message

```
Use the cursor to define a block, then select "Block OK."
```

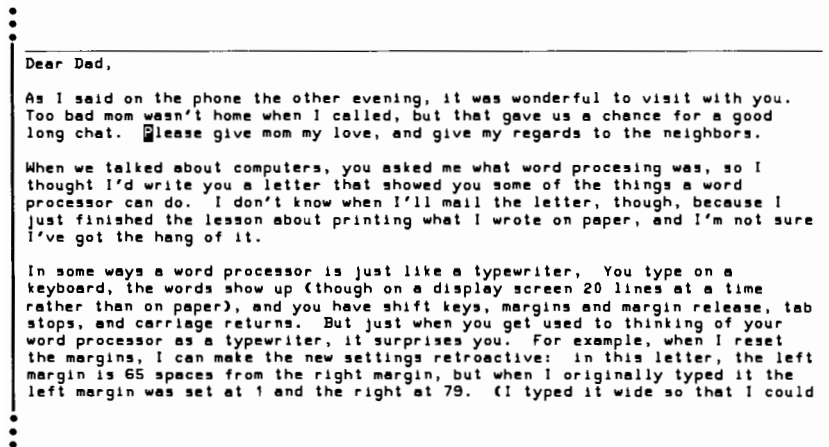
appears on the prompt line, and the extension containing `Block OK`—a new one—appears.

9. Move the cursor to the *P* in *P*lease two lines below—it should be in column 9 on line 7—a screen like the one below should appear:



As you can see, the “block” you have marked out is highlighted. Notice that it begins in the column where you marked it and ends one column to the left of the cursor—now a “blinking underline” if it wasn’t one already.

10. Touch **Block OK**—a screen like the one below should appear:



Apparently Marty thought twice about asking for money.

11. With the cursor still on the *P* in *Please* press **Clear Line**.

What could be wrong with mentioning mom and the neighbors?

12. Use **Next** to display the second paragraph from the end of the letter on your screen, the one beginning *Wish me luck*. Press **Shift** **▲** a couple of times to expose the blank line following the paragraph and the first line of the *If you look* paragraph. Now move the cursor two spaces beyond the period at the end of the *Wish me luck* paragraph—to column 56—and touch **Paste Block**. A screen like the one below should appear:

```

In many other ways, this word processor does what a typewriter does but does it
better. For example, I can underline a word (like retroactive) or passage, or
put it into boldface type, without having to overtype it. Bold facing may not
be very important in a letter like this one, but it helps a lot in the letters
and memos my word processor will have to write. Another feature that's
important when what I write has to look impressive is "justification"--that's a
printer's word that means that the words on a line are spaced out so that the
right margin is smooth, like a book. I hope you're impressed.

You'll also notice that this letter has no spelling errors--or at least none
that I'm aware of. But you can be sure that wasn't true when I first wrote it
out. That's another thing about word processing--it lets you correct your
errors painlessly, before you commit yourself to paper.

Wish me luck with MemoMaker--that's the clever name of my new word processor.
I'm hoping it will gain me fame and fortune--which is why the company got it
for me!--and even helps me to write more letters home.
Please give mom my love, and give my regards to the neighbors.





If you look at the last paragraph of this letter, you'll see that I mention the

```

It turns out that nothing was wrong with mom and the neighbors. Something must have been wrong with mentioning them so early in the letter.

Notice that the sentence was pasted in on the next available line, not precisely where you marked it: the rule of thumb is "You can't split a line with **Paste Block**."

Notice that **Clear Line** can be used by itself to cut out, or with **Paste Block** to paste. **Delete Line** and **Cut Out Block** work with **Paste Block** in the same way.



13. Now use  to display the beginning of the draft again, spot the cursor on the first letter in the phrase `it was wonderful to visit with you.`, and touch **Copy Block**. Move the cursor to the space after the period (the period after `you`) at the end of the sentence and press —it is the equivalent of **Block OK**.
14. Use  to display the paragraph beginning `Wish me luck` again, then move the cursor to the `W` in `Wish`
15. Press .



There should now be two blank lines above the paragraph, and the cursor should be at the left margin in the lower of them. (Since you are about to put words on the second blank line, the first one is needed to keep the two paragraphs separate.)

16. Type **As I said,**
17. Move the cursor to column 12, two spaces beyond the comma following `said`, and touch **Paste Block**.

This is copying, not cutting: Marty likes to repeat himself. Using **Copy Block** with **Paste Block** is like making a photocopy of a page, cutting a block out of the copy, and pasting it in somewhere else.

18. Now use  to display the beginning of the letter again, then move the cursor to the first line of the second paragraph—the one that begins `When we talked about computers`. Move the cursor to the `s` in `processing`
19. Press  to put MemoMaker in insert mode (if it isn't already), then type `s` on top of the `s` already there.

A minor spelling correction—“processing” has two `s`'s—but Marty says “no spelling errors.”

20. Now move the cursor to the middle of the third paragraph, to the first letter of `retroactive` in the line that begins `the margins, I can make the new settings retroactive...`, and touch **Enhance Block**.

This time still another extension appears. Notice the three keys to the left, and notice that the one labeled “Underln” has an asterisk. The enhancement you are going to give `retroactive` is underlining. (More simply, you are going to underline `retroactive`!)



21. Move the cursor to the colon after **retroactive** and touch **Block OK**—something like the text display below should appear:

In some ways a word processor is just like a typewriter. You type on a keyboard, the words show up (though on a display screen 20 lines at a time rather than on paper), and you have shift keys, margins and margin release, tab stops, and carriage returns. But just when you get used to thinking of your word processor as a typewriter, it surprises you. For example, when I reset the margins, I can make the new settings **retroactive**: in this letter, the left margin is 65 spaces from the right margin, but when I originally typed it the left margin was set at 1 and the right at 79. (I typed it wide so that I could

Assuming that your printer is capable of underlining characters, it will print the italic *retroactive* as retroactive—for emphasis.

22. Press **Next**, then move the cursor to the second line of the paragraph beginning **In many other ways**, to the first letter of **underline**. Touch **Enhance Block**, then move the cursor to the comma after **passage** and touch **Block OK**.

So far so good. Marty obviously means to show dad some underlining as he tells him about it. But notice that underlining the entire parenthetical expression—(like “retroactive”)—doesn’t really make the point that it was the word *retroactive* that was underlined. The point would be better made with (like “retroactive”). Accordingly...

23. Move the cursor to the left parenthesis, touch **Enhance Block**, and move the cursor to the first letter in *retroactive*. Touch **Enhance: None**—the asterisk should jump to **Enhance: None** from **Enhance: Underln**—and then **Block OK**.

The asterisk is on **Enhance: Underln**, **Enhance: Bold**, or **Enhance: None**, depending on which you touched last, though it starts on **Enhance: Underln** when you load MemoMaker.

The italicizing should be gone from the block you marked: **Enhance: None** means “no enhancement.” As you can see, you use **Enhance: None** to change your mind about an enhancement you have already made.

You also need to remove the underlining under the right parenthesis after *retroactive*, but you ought to be able to do that without coaching.

24. Move the cursor to the first letter of the first word in the phrase **put it into boldface type** and touch **Enhance Block**. Then move the asterisk from **Enhance: None** to **Enhance: Bold** by touching **Enhance: Bold**, move the cursor to the comma after **type**, then touch **Block OK**—something like the text display below should appear:

In many other ways, this word processor does what a typewriter does but does it better. For example, I can underline a word (like *retroactive*) or *passage*, or put it into boldface type, without having to overtype it. Bold facing may not be very important in a letter like this one, but it helps a lot in the letters and memos my word processor will have to write. Another feature that's important when what I write has to look impressive is "justification"—that's a printer's word that means that the words on a line are spaced out so that the right margin is smooth, like a book. I hope you're impressed.

The phrase appears in boldface characters on your screen. (It should appear in boldface characters on paper as well, though not all printers are capable of producing this enhancement.)

25. Now use **Next** to display the end of the letter and move the cursor to the left margin of the blank line above the final paragraph. Touch **Cut Out Block**, move the cursor to the column just beyond the exclamation mark at the end of the last line of the paragraph, then touch **Block OK**. Then press **Prev** and move the cursor to the left margin of the blank line after the paragraph about underlining and boldfacing you just worked on. Touch **Paste Block**.

Here you are moving the paragraph that Marty wrote as an afterthought—perhaps after he decided in midstream not to mention the telephone bill—to its proper place in the letter. Why did you include a blank line in the block you moved? Because you needed a blank line at the beginning of the paragraph to set it off, and the blank line you moved the paragraph to was going to be pushed to the end of the block. If all went according to plan, there are now blank lines both before and after the paragraph you just moved, and only one blank line between what is now the final paragraph and **Affectionately,**.

If you don't get it right, use **Insert Line** and **Delete Line** where you need to.

At this point, although the final paragraph has the right words in the right order, it is clearly in the wrong shape:

```
As I said, it was wonderful to visit with you.
Wish me luck with MemoMaker--that's the clever name of my new word processor.
I'm hoping it will gain me fame and fortune--which is why the company got it
for me!--and even helps me to write more letters home.
Please give mom my love, and give my regards to the neighbors.

Affectionately,

Marty
```

The beginning of the `Wish me luck` sentence ought to come right after the `As I said` sentence, on the first line of the paragraph, and the `Please` sentence should come right after `letters home`. Accordingly...

26. Move the cursor to the first letter of the first word of the paragraph and touch `Align Block`. Then move it past `Marty` and touch `Block OK`—a screen like the one below should appear:

```
As I said, it was wonderful to visit with you. Wish me luck with
MemoMaker--that's the clever name of my new word processor. I'm hoping it will
gain me fame and fortune--which is why the company got it for me!-- and even
help me to write more letters home. Please give mom my love, and give my
regards to the neighbors.

Affectionately,

Marty
```

Everything falls into place, words from line 2 moving up to fill the blank space in line 1, words from line 3 filling in on line 2, and so on.

Notice that the entirely blank lines between the end of the paragraph and `Affectionately`, and between `Affectionately`, and `Marty`, are not filled in. If they were, the last line of the letter would read—`regards to the neighbors. Affectionately, Marty`

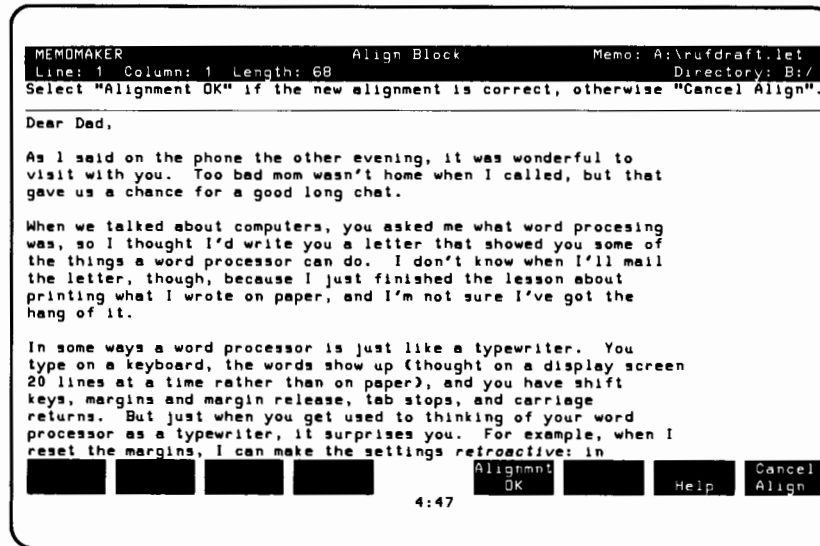
Notice that instead of the `Block Keys` or the group of extension keys including `Block OK`, a third set of keys including `Alignmnt OK` is displayed. Touching `Alignmnt OK` confirms the new alignment you have created; touching `Cancel Align` would reestablish the alignment before you touched `Align Block` and `Block OK`.

27. Touch **Alignmnt OK**.

In the third paragraph of the letter, Marty mentions that the lines of the letter he sends are 65 spaces wide. The lines you are working with are 79 spaces, but another purpose of **Align Block** is to *re-align* text within a new set of margins. Accordingly...

28. Touch **MEMOMAKR Main**, touch **Format Keys**, move the cursor to column 65, and touch **Right Margin**. Then touch **MEMOMAKR Main** and **Block Keys**.

29. Use  to move the cursor to the beginning of the letter, to the *D* in *Dear*. Touch **Align Block**. Then use   to move the cursor to the end of the letter, past "*Marty*." Touch **Block OK** — a screen like the one below should appear:



You have marked the entire letter as a block and realigned it within a 65-space format. If you decided the 79-space format was preferable after looking at this 65-space one, you could now touch **Cancel Align** instead of **Alignmnt OK**. Providing you with this choice lets you experiment with different formats without losing your prior results.

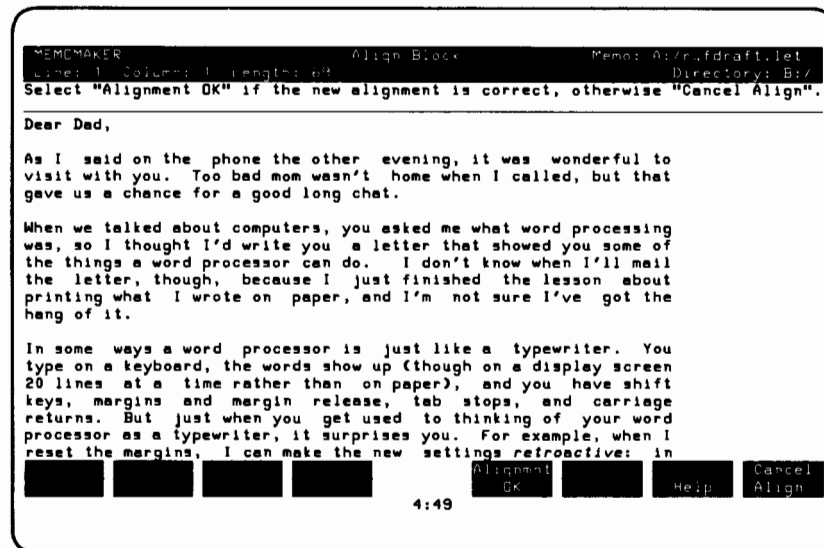
30. Touch **Alignment OK**.

The alignment is OK, but it isn't justified as Marty says it is. If you look at the letter printed at the end of this lesson, you'll see the difference. This time...

31. Move the cursor to the *D* in *Dear* and touch **Align Block**, but then touch **Justify** before you move the cursor to the end of the letter past *Marty*.

As asterisk should appear on **Justify** to show you that justification is "on." As you will see, this doesn't affect how words appear on the screen as you type them, but it does affect what happens to them when you use **Align Block**. Incidentally, justification will stay on until you touch **Justify** again or exit MemoMaker.

32. Now touch **Block OK**—a screen like the one below should appear:



The entire letter is realigned in justified form; all the spaces that were formerly at the end of a given line are now distributed evenly between the words in it.

At this point, Marty's letter is in your hands, and you can decide whether to save it in the justified style he prefers or "ragged right." That is, you can...

33. Touch **Alignmnt OK** or touch **Cancel Align**.
34. Now touch **MEMOMAKR Main**, **File Keys**, and **Save Memo**.
35. Type **findraft.let** and press **Return**.

The effect of this is to save your revision of Marty's letter in the logged directory of the logged disc—in "root of B." The original (**rufdraft.let**) stays in "root of A," for somebody else to revise.

36. Touch **MEMOMAKR Main**.

Lesson Four is about to end, so...

37. ...If you plan to turn immediately to Lesson Four, press **Clear Display**.

...If you plan to exit MemoMaker, touch **Exit MemoMaker**.

**Well done again!**

# Marty's Final Draft

Dear Dad,

As I said on the phone the other evening, it was wonderful to visit with you. Too bad mom wasn't home when I called, but that gave us a chance for a good long chat.

When we talked about computers, you asked me what word processing was, so I thought I'd write you a letter that showed you some of the things a word processor can do. I don't know when I'll mail the letter, though, because I just finished the lesson about printing what I write on paper, and I'm not sure I've got the hang of it.

In some ways a word processor is just like a typewriter. You type on a keyboard, the words show up (though on a display screen 20 lines at a time rather than on paper), and you have shift keys, margins and margin release, tab stops, and carriage returns. But just when you get used to thinking of your word processor as a typewriter, it surprises you. For example, when I reset the margins, I can make the new settings retroactive: in this letter, the left margin is 65 spaces from the right margin, but when I originally typed it the left margin was set at 1 and the right at 79. (I typed it wide so that I could see more of what I was writing on the screen at one time, then made it narrower so it would fit the stationery.)

In many other ways, this word processor does what a typewriter does but does it better. For example, I can underline a word (like retroactive) or passage, or put it into boldface type, without having to overtype it. Bold facing may not be very important in a letter like this one, but it helps a lot in the reports and memos my word processor will have to write. Another feature that's important when what I write has to look impressive is "justification"--that's a printer's word that means that the words on a line are spaced out so that the right margin is smooth, like a book. I hope you're impressed.

If you look at the last paragraph of this letter, you'll see that I mention the neighbors, and repeat some of what I said to you in

the first paragraph. You may wonder how I can be so sure of the way this letter will end when I haven't finished it, but the truth is I wrote the paragraph you are reading last, and the sentence about mom and the neighbors at the beginning of the letter. Isn't that amazing? A word processor lets you move sections of what you're writing around, make copies of sections if you feel like repeating yourself, and even delete sections you have second thoughts about. If that makes you suspect that I wrote something to you in this letter and then decided not to let you read it, you're right--but it wasn't anything to worry about!

You'll also notice that this letter has no spelling errors--at least none that I'm aware of. You can be sure that wasn't true when I first wrote it out. That's another thing about word processing--it lets you correct your errors painlessly, before you commit yourself to paper.

As I said, it was wonderful to visit with you. Wish me luck with MemoMaker--that's the clever name of my new word processor. I'm hoping it will gain me fame and fortune--which is why the company got it for me!--and even help me to write more letters home. Please give mom my love, and give my regards to the neighbors.

Affectionately,

Marty

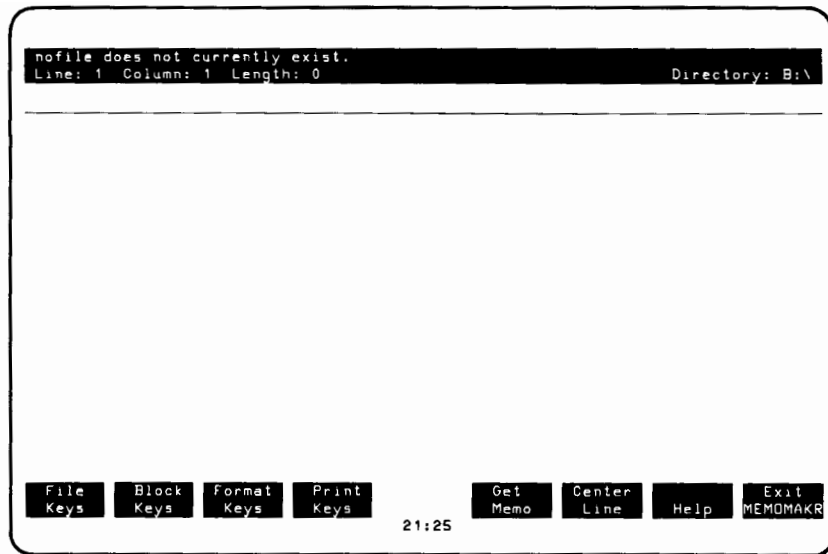
## Lesson Five

# Advanced Printing; Some Questions About MemoMaker...and Answers

To Start Lesson Five, load MemoMaker as you did in the previous lessons. Use the same discs in Drives A and B—the MemoMaker Work Disc in A and the disc that now contains **1stmemo**, **wideline.fmt**, and **findraft.let** in B. Once the MemoMaker Main Keys are displayed, begin...

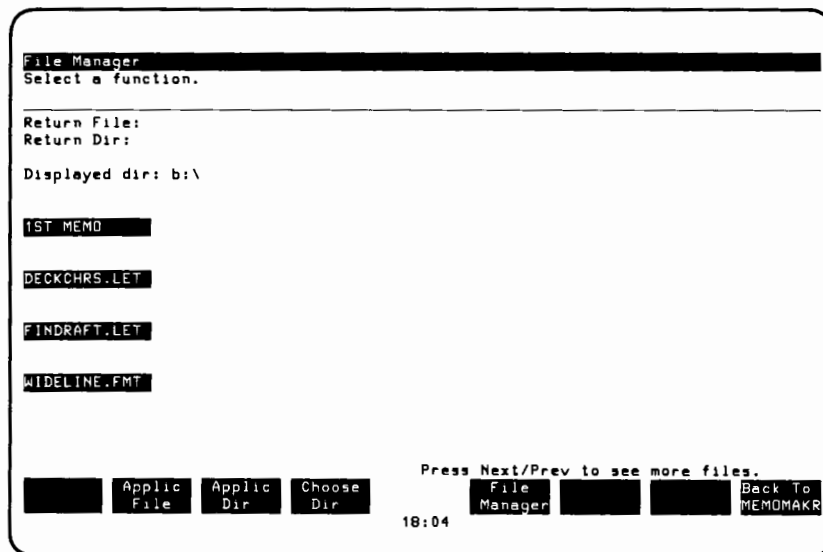
1. Touch **Get Memo**, then—assuming that there is no file named **nofile** in the logged directory, type **nofile** and press **Return**.





As you can see, the top line of your screen displays an error message. Most of these messages are self-evident, but this manual contains an appendix (**A: In Case of Difficulty...**) that lists them, provides a fuller description of the conditions they describe, and suggests remedies.

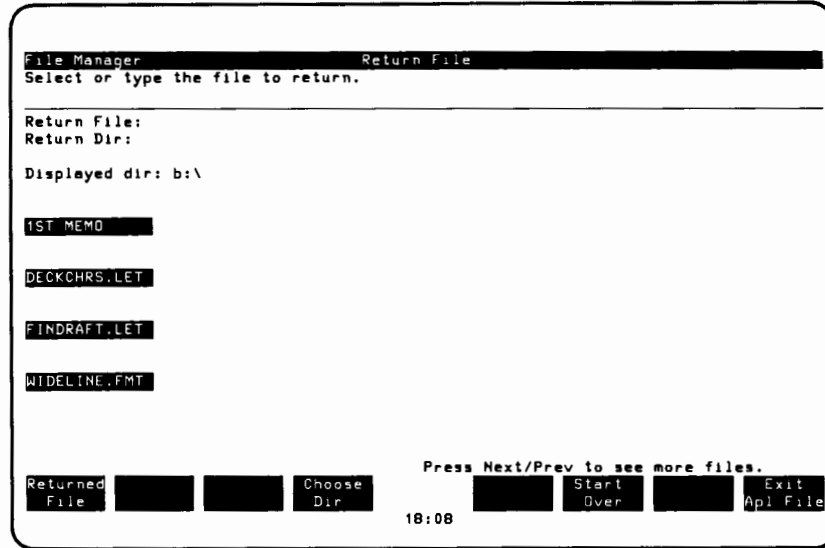
2. Touch **File Manager** —a screen like the one below should appear:



Lesson 5-2

This is like what you did in Lesson Two, when you displayed the logged directory to confirm that you had indeed saved **1stmemo**. Notice the familiar names of the other files in the logged directory.

3. Touch **Apply File** —a screen like the one below should appear:




4. Touch **findraft .let**, then the function keys **Returned File** and **Back to MEMDMAKR**.

This procedure is equivalent in effect to selecting **Get Memo**, then typing **findraft.let** on the input line—you may find it easier.

If you hadn't been sure of the exact name, spelling of the name, or directory location of **findraft.let**, you would undoubtedly have found this procedure easier than finding the name **findraft.let** in the File Manager directory, returning to MemoMaker with the name in your head, and then selecting **Get Memo** and typing it.

Now you are going to print (or at least read about printing!) your revision of Marty's letter....

5. Press  (if the cursor is not already at the beginning of the letter), then **Print Keys**.

The cursor is at the beginning of the letter, where the printer will start printing.

6. Touch **Skip Page**.



The cursor "skips" to line 56—where the printer will begin the second page. You can use the **Skip Page** key to page through a document, looking for a page you want to print.

7. Press , then **Double Space**, then **Skip Page** again.

When the printer is set for double spacing, a page is 28 lines long rather than 55; accordingly, the cursor jumps to line 29.


8. Touch **Double Space** to restore single spacing, then move the cursor to the blank line after the paragraph beginning **In many other ways**—it is probably line 39, and might be at the bottom of your screen. Then touch **Page Break**.

The symbol **.PA** means "Printer, end the page here"—it isn't actually printed. With **Page Break**, you can override MemoMaker's standard page length settings.





9. Now press , turn your printer on, insert a sheet of paper, and touch .

If all goes well, your printer should produce the first 38 lines of Marty's letter—just as it appears at the end of Lesson Four if you chose to justify the lines; these 38 lines should include underlined words and words in boldface type.

The cursor should now be in the line after .PA.

10. Insert another page and touch  again—this should produce the rest of the letter.

This is as far as **Getting Started** will be taking you with your hands on MemoMaker—the rest of Lesson Five is booklearning. Accordingly...

11. Turn off your printer.
12. Touch  and .
13. Touch  or  if the prompt line asks you to.
14. Turn off your system processor and disc drive.
15. Keep reading!

The rest of Lesson Five consists of eight questions and their answers. The questions are of the kind that you are likely to be asking after four-and-a-half lessons. The answers are meant to help you make the transition from beginning student of MemoMaker to everyday user of it. Sometimes this involves suggesting ways you can use the rest of this manual.

### Some Questions about MemoMaker...and Answers

1. I can't see the forest for the trees. Is there a "map" of all the MemoMaker function key groups and extensions, to give me a graphic picture of how they are interrelated?

There is such a map at the beginning of "A Map of MemoMaker," Chapter 3 of **For Your Reference**. You'll find another copy of the map as a fold-out at the end of Chapter 4, to help you locate the function keys the chapter is about.

2. When I used the Help Mode to explore MemoMaker in Lesson Two, I didn't get into the seven function key extensions, only the five function key groups. There was no way to find out about such extension keys as **Block OK** and **Yes, Save**. How can I "get Help" on the extension keys?

You're right: You *can* select **Help** with the Main Keys displayed, then (for example) select **Print Keys** to display helpful information about the Print keys—and you *cannot* select a function key, or keys, that will display comparable information about one of the extensions. Thus if you select **Copy Block** when **Help** is on, you get helpful information about **Copy Block** but not the **Copy Block** Extension or helpful information about it. To get that, you need to select **Copy Block** with **Help** off, *then* select the **Help** key on the **Copy Block** extension. For more information about **Help**, "A Map of MemoMaker" contains a section called "Getting Lost and Getting 'Help'."

3. I notice that the MemoMaker keyboard behaves in a slightly different way from the way the keyboard behaves when I have no application loaded on my HP150 computer. The description of the MemoMaker keyboard in **Getting Started** is useful, but I'd like to see a comparison of the two keyboards. Does the MemoMaker manual have one?

Yes, the section called "The MemoMaker Keyboard: Special Key Usage" in Chapter 4 of **For Your Reference**, "MemoMaker Keys and Functions." The section gives a more detailed description of the MemoMaker keyboard than the fold-out, and also includes a comparison of the two keyboards. Incidentally, the two keyboards are *nearly* identical in the way they behave, and when there is a difference it is a commonsense one; for example, the keyboard with MemoMaker "wraps" a word at a time because MemoMaker is a *word* processor, while the keyboard with no application loaded wraps a character at a time—because it isn't.

4. I use special narrow stationery, so I always need a right margin set in column 50 (instead of the standard column 65). Can I change the setting MemoMaker is loaded with so that I don't have to go to the trouble of changing it every time I use MemoMaker?

Yes, you can change the margins MemoMaker is loaded with, and also any other setting included in the **startup.fmt** file mentioned in Lesson Three. See the section called "The **startup.fmt** File" in Chapter 5 of **For Your Reference**, "MemoMaker Files," and also the procedure for making particular changes in the file described in **Using MemoMaker** (Chapter 1): "Change the format MemoMaker is loaded with," i.e. change **startup.fmt**.

5. Can I cut out or copy a section from one document (as in Lesson Four) but then paste it into another document?

Yes, by marking the section in the first document with **Cut Out Block**, **Clear Line**, **Delete Line**, or **Copy Block** and **Block OK**, then using **Get Memo** to bring a second document into the workspace in place of the first one, then using **Paste Block** as you would have if you hadn't switched documents. You can insert a whole document into another document this way, by making a block out of it. See "Move a block, or a copy of a block, from the document in the workspace to another document," "Insert a document, or a copy...", and "Append a document, or a copy..." in **Using MemoMaker**. You can also "Make a separate document out of a block or a copy of a block" with a similar procedure.

6. **Getting Started** provided me with file names to type, but didn't give me any help in inventing them. What sort of file names can I give MemoMaker documents? What sort of file names *should* I give MemoMaker documents?

Basically, you can give a MemoMaker document any name that the File Manager utility will recognize. But your two questions are the titles of two sections in Chapter 5 of **For Your Reference**, and the sections comprise a better answer than that.

7. I have no trouble typing the text of my memos, but how do I line up my name with FROM, the recipient's name with TO, the date with DATE, and so on? (Unless you've got an answer, I'll stick with my typewriter. )

Have faith!—MemoMaker uses “templates” to help you use preprinted memo forms, letterheads, and other kinds of stationery that require that you match your words to a particular page format. It comes with a memo template and a letter template (**memo.tpl** and **letter.tpl**), and the section on “Templates” in Chapter 5 will show you how to use them. If **memo.tpl** and **letter.tpl** don't already fit your forms and stationery, “Templates” will show you how to modify them, or make others for similar purposes.

8. The introduction to this book provided me with an overview of the entire manual, but now that I've almost completed **Getting Started** I'd like some more precise information about how to use the rest of the book. How can I make the rest of the book useful to me without sitting down and reading it—which I don't plan to do!

The first part of the MemoMaker manual is designed to be read a page at a time, as you would read a story. As of the end of this lesson, however, the story is over. You will probably read the rest of the manual only when you have a particular question, and you will probably approach the part of it you need to read by way of the **Table of Contents** or **The Index**, not by simply turning the pages. Some of the answers provided in this lesson may encourage you to turn to particular sections of the manual, and an error message at the top of your screen should stimulate your interest in **Appendix A: In Case of Difficulty...**

Beyond that, you will use the next section, **Using MemoMaker**, when you want to make sure how to perform a particular MemoMaker procedure—the procedures are listed alphabetically in the directory at the beginning of the section. If you are puzzled by a particular function key, or suspect that it has more functions than you realize, you will look the key up in Chapter 4 of **For Your Reference**, “MemoMaker Keys and Functions”: most of that chapter is an alphabetical listing of function keys. Most of the rest of the manual, in fact, is comprised of these two lists: of procedures and of function keys.

**At this point, you have Gotten Finished with Getting Started, and you are well on your way. For the last time, well done! We wish you good MemoMaking.**

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# Chapter 1

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## USING MEMOMAKER

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This section tells you what you can do with MemoMaker and how to do it; it contains step-by-step descriptions of basic MemoMaker procedures. A “procedure” can be anything from “Release the margins,” which requires one step that is always the same, to “Draft a memo,” which requires many steps that are seldom the same from one memo to the next. Some of the procedures described in **Using Memomaker** are only one step long, and all are short enough so that you will find yourself performing them the same way over and over again.

**Using MemoMaker** describes two sorts of MemoMaker procedures:

1. common MemoMaker procedures, ones that you have carried out if you have completed the **Getting Started** section of this manual;
2. special MemoMaker procedures, ones not covered in **Getting Started**.

Because of the first set of procedures, you can use **Using MemoMaker** as a review of **Getting Started**. Because of the second, you can use it as an extension of **Getting Started**—as an “advanced tutorial.”

**Using MemoMaker** begins with an alphabetical directory of MemoMaker procedures. **The directory identifies the special procedures with boldface type.**



The body of **Using MemoMaker** is organized alphabetically, procedure by procedure, just like the directory.

**Using MemoMaker** does *not* contain information about a number of activities that you may justifiably think of as “MemoMaker procedures.” If you have stumbled onto this section in search of information about the two topics listed below, go to the owner’s manual.

- moving the cursor
- using function keys

If you are in search of information about any of the six topics listed below, turn to the chapter in this manual listed with it.

- moving from function key group to function key group in MemoMaker—Chapter 3
- using the **Help** function key—Chapter 3
- using the keyboard—Chapter 4
- using File Manager—Chapter 5
- naming directories and files—Chapter 5
- creating and using memo and letter templates—Chapter 5

## **A Directory of MemoMaker Procedures**

For easy reference, you will find an alphabetical directory of all the MemoMaker procedures on the next page. It is repeated, in fold-out form, at the end of this section. The procedures are listed by title, e.g. "Change a margin setting." The best way to use this section is to fold out the directory at the end of the section, scan it to find the title of the procedure you want to look up, then turn to the body of the section to find the procedure itself.

## **A DIRECTORY OF MEMOMAKER PROCEDURES**

Align a block of text (see "Realign a block of text, approve the new alignment")

**Append a document, or a copy of a document, to another document**

Boldface a block of text, i.e. put a block of text in boldface type (see "Cut out, copy, or enhance a block of text")

Center a line

Change a margin setting

Change MemoMaker's enhancement setting to "underline," "boldface," or "no enhancement"

Change MemoMaker's paper setting to automatic feed or manual feed

Change MemoMaker's printer selection setting

Change MemoMaker's printer setting to single or double space

**Change the logged drive or logged directory or both**

**Change the format MemoMaker is loaded with, i.e. change *startup.fmt***

Change the name of the document in the workspace and store the document on disc

Clear a tab stop

**Concatenate files** (see "Append a document, or a copy of a document...")

Copy a block of text (see "Cut out, copy, or enhance a block of text")

Cut out a block of text (see "Cut out, copy, or enhance a block of text")

Cut out, copy, or enhance a block of text

Delete (erase) a block of text (see "Cut out, copy, or enhance a block of text")

Delete (erase) the contents of the workspace

Enhance a block of text, i.e. underline it, put it in boldface type, or remove one of these enhancements from it (see "Cut out, copy, or enhance a block of text")

Exit ("unload") MemoMaker

**Insert a document, or a copy of a document, into another document**

Justify a block of text (see "Turn justification on or off")

**Make a separate document out of a block or a copy of a block**

**Move a block, or a copy of a block, from the document in the workspace to another document**

Move a block, or a copy of a block, to another place in the document

Name or rename a document (see "Change the name of the document in the workspace...", "Store the 'nameless' document currently in the workspace...", and "Update a document stored on disc...")

Paste a block (see the two "Move a block, or a copy of a block..." procedures)

Print a file in disc storage

Print the document in the workspace

Realign a block of text, approve the new alignment

Release the margins

Retrieve a file from disc storage whose file name, directory, and disc location you know

Retrieve a file from disc storage whose file name, directory, and disc location you know

Retrieve a format on file in disc storage

Set a tab stop

Show the printer where to end a page

Store MemoMaker's current format in a file in the logged directory

Store the "nameless" document currently in the workspace as a file in the logged directory

Turn justification on or off

Underline a block of text (see "Cut out, copy, or enhance a block of text")

Undo an enhancement (see "Cut out, copy, or enhance a block of text")

Update a document stored on disc with the revised version of it in the workspace, retain the revised version in the workspace for further work

# The MemoMaker Procedures

With each procedure, what you do is on the left. For example, the next line would mean "Step 1: select the 'File Keys' function key":

1. **File Keys**

Each procedure begins as if the Main Keys were displayed, so in the example above the first step involves **File Keys**, which is one of the Main Keys. If the File Keys are displayed when you begin a procedure whose first step is "1. **File Keys**," you start with step 2.

What the screen displays in response to what you do goes opposite on the page, or just below and indented to the right. Steps shaded in blue are optional or "conditional"—carried out only under certain circumstances.

If a particular step involves one of the MemoMaker function keys and you need more information about the key, consult the second section of Chapter 4, which contains an alphabetical listing of the MemoMaker function keys.

If you need information about using any of the other keys on the HP150 keyboard with MemoMaker, consult the first section of Chapter 4.

## **Append a document, or a copy of a document, to another document, i.e. concatenate files**

1. **Block Keys**

2. Follow the procedure for moving a block or copy of a block to another document (see "Move a block, or a copy of a block, from the document in the workspace to another document") *except*—

- 2a. Mark the *entire document to be moved* as a block with **Cut Out Block** or **Copy Block**.

- 2b. Place the cursor at the *end* of the destination document before you select **Paste Block**.

---

## NOTE

You can repeat this procedure any number of times, and by so doing make a single large file out of a number of smaller files. With a number of files, the procedure goes more quickly if you start by making a block out of the file that will go *last*, then insert that block at the end of the file that will precede it, then mark that newly enlarged file as a block, and so on.

---

### Center a line

1. Move the cursor to the line you wish to center.
2. **Center Line**

### Change a margin setting

1. **Format Keys**
2. Find your current margin settings on the ruler line displayed above the main text area.
3. Move the cursor to the column where you want your margin.
4. **Left Margin** or **Right Margin**

### Change MemoMaker's enhancement setting to "underline," "boldface," or "no enhancement"

1. **Block Keys**
2. **Enhance Block**
3. **Enhance: Underln\*** or **Enhance: Bold \*** or **Enhance: None \***

---

### NOTE

If you select **Cancel Enhance** after you change the enhancement setting, the change will be preserved even though no block is enhanced.

---

### Change MemoMaker's paper setting to automatic feed or manual feed

1. **Print Keys**
  2. **Auto Feed \*** or **Auto Feed**
- 

### NOTE

**Auto Feed \*** turns automatic feed on; **Auto Feed** turns it off. "Off" means that the printer stops after it prints a page; it is the setting MemoMaker is loaded with unless you change it in the **startup.fmt** file.

---

### Change MemoMaker's printer selection setting

1. **Print Keys**
  2. **PRN: \*** or **LST: \*** or **AUX: \***
- 

### NOTE

Unless you change **startup.fmt**, MemoMaker will be loaded with the primary printer (PRN:) selected.

---

## Change MemoMaker's printer setting to single or double space

1. **Print  
Keys**
2. **Double  
Space \*** or **Double  
Space**

---

### NOTE

**Double Space\*** turns double spacing on; **Double Space** turns it off. "On" means that text appearing in single-space format on your screen will appear in double-space format on the printed page; "off" is the setting MemoMaker is loaded with unless you change it in the **startup.fmt** file.

---

## Change the logged drive or logged directory or both

1. **File  
Keys**
2. **File  
Manager**
3. **Applic  
Dir**
4. If you need to examine your directories to decide which one should be the logged directory, select **Choose Dir** to display them, then **Exit Chooser** once the right one is displayed.
5. Use HP Touch to select a displayed directory, or type a drive designation, a drive designation and directory name, or a directory name, e.g. C:, C:\memo, or memos.
6. **Returned  
Dir**
7. **Back To  
MEMMAKR**



#### NOTE

Saying that the logged drive is B and the logged directory "root" (\) means that MemoMaker "assumes" that **memo.txt** is **B:\memo.txt**.

Unless you change **startup.fmt**, MemoMaker will be loaded with B as the logged drive and \ ("root") as the logged directory.

#### Change the format MemoMaker is loaded with, i.e. change **startup.fmt**.

After you load MemoMaker, but before you retrieve another format:

1. Perform one or more of the following procedures:

- Change a margin setting
- Change MemoMaker's enhancement setting to "underline," "boldface," or "no enhancement" (then select **Cancel Enhance**)
- Change MemoMaker's paper setting to automatic feed or manual feed
- Change MemoMaker's printer selection setting
- Change MemoMaker's printer setting to single or double space
- Change the **Ins Char** setting, i.e. turn **Ins Char** on or off by pressing **Insert Char**
- Change the logged drive or logged directory or both
- Clear a tab stop
- Set a tab stop
- Turn justification on or off (then select **Cancel Align**)

2. If neither the Main nor File Keys are displayed, select **MEMOMAKR MAIN**.

3. If the File Keys are not displayed, select **File Keys**.

4. **Save  
Format**

A function key displays the file name **startup.fmt**; on the prompt line, you are told:

Enter file name (or use the File Manager).

5. **startup  
.fmt**

---

#### NOTE

Unless you change **startup.fmt**, Memomaker will be loaded with the following format:

- |  |                        |
|--|------------------------|
| ■ margins  | columns 1 and 65       |
| ■ enhancement (underline, boldface, or “no enhancement”) | underline              |
| ■ feed (manual or automatic)                             | manual                 |
| ■ printer selection                                      | PRN: (primary printer) |
| ■ printer spacing (single or double)                     | single                 |
| ■ Ins Char status (on or off)                            | off (writeover)        |
| ■ logged drive and directory                             | B:\ (root of B)        |
| ■ tab stops  | columns 1, 6, 11, etc. |
| ■ justification status (on or off)                       | off (ragged right)     |

For more information about **startup.fmt**, see “The **startup.fmt** File” in Chapter 5.

This feature is particularly useful if most of the documents you use MemoMaker to create have the same format and that format differs from the standard one described above.

If you change a number of format settings and follow the procedures in this section to do so, remember that each procedure is described as if it began with the Main Keys displayed: you may have to return to the Main Keys with **MEMOMAKR Main** after you carry out one procedure before you can begin the next.

Change the name of the document in the workspace and store the document on disc

1. **File Keys**
2. **Save Memo**

If the document in the workspace is now named **draft1.mem**—

```
MEMMAKER                               Save Memo                               Memo: draft1.mem
Line: 17 Column: 1 Length: 7           Directory: B:/
Enter file name (or use the File Manager).
You might use this procedure if you wrote a letter to one client
and then needed to send a nearly identical letter to another:
the first letter would serve as a sort of first draft for the
second, but once you'd written the second you'd want to keep both
letters. You might also use the procedure if you revised a
document and then wished to compare the revision with the
original.
```

A function key displays **draft1.mem**; on the prompt line, you are told:

Enter file name (or use the File Manager).

The cursor becomes (or remains) a solid blinking rectangle and moves to the input line at the top of your screen.

3. Select **File Manager** if you don't know whether the logged directory contains a file with the same name as the name you are going to give the document in the workspace, i.e. **draft2.mem**.

4. On the input line, type **draft2.mem**.

5. **Return**

You might use this procedure if you wrote a letter to one client and then needed to send a nearly identical letter to another; the first letter would serve as a sort of first draft for the second, but once you'd written the second you'd want to keep both letters. You might also use the procedure if you revised a document and then wished to compare the revision with the original.

The document displayed is saved on disc under the file name **draft2.mem**. Its original is still on disc as **draft1.mem**.

#### NOTE

Until you press , you can undo the effect of the procedure by selecting  or pressing .

If you select the function key labeled with the file name of the current document, e.g. **draft1.mem**, instead of typing a new file name, you will update **draft1.mem**; that is, you will save the contents of the workspace as **draft1.mem** and erase the original **draft1.mem** on disc.

#### Clear a tab stop

1.
2. Find the current tab stops on the ruler line displayed above the main text area.
3. Move the cursor to a column in which there is a tab stop.
4.

## Cut out, copy, or enhance a block of text

1. **Block**  
Keys
2. Move the cursor to the first character in the section of text you wish to cut out, copy, or enhance:

Considered in a strictly geometrical sense, "a block of text" is either a perfect rectangle one or more rows deep, two perfect rectangles each one row deep, a rectangle two or more rows deep with a notch one row deep cut into the top left or bottom right hand corner, or such a rectangle with both these notches; the block of text marked in this paragraph is a rectangle with two notches.

Except within the notches, or in rectangles only one row deep, the vertical lines that define a block are always the left and right display borders. This means that if you had two columns of text on screen, you couldn't mark one as a block and not the other.

3. **Cut Out**  
**Block** OR **Copy**  
**Block** OR **Enhance**  
**Block**

The cursor becomes (or remains) a "blinking underline." On the prompt line, you are advised:

Use the cursor to define a block, then select "Block OK."

4. Use the cursor to define a block that you wish to cut out, copy, or enhance (the block ends with the character or space one column before the cursor):

Considered in a strictly geometrical sense, "a block of text" is either a perfect rectangle one or more rows deep, two perfect rectangles each one row deep, a rectangle two or more rows deep with a notch one row deep cut into the top left or bottom right hand corner, or such a rectangle with both these notches; the block of text marked in this paragraph is a rectangle with two notches.

Except within the notches, or in rectangles only one row deep, the vertical lines that define a block are always the left and right display borders. This means that if you had two columns of text on screen, you couldn't mark one as a block and not the other.

5. **Block**  
**OK**

---

### NOTE

The enhancement is set at either Underln (underlining), Bold (boldface), or None (no enhancement). If you need to, you select **Enhance: Underln**, **Enhance: Bold**, or **Enhance: None** to change the setting after you select **Enhance Block** and before you select **Block OK**.

Until you select **Block OK**, you can return to the point just before you selected **Cut Out Block**, **Copy Block**, or **Enhance Block** by selecting the "Cancel" function key. If you selected **Enhance Block**, however, any change you made during the interim in **Enhance: Underln**, **Enhance: Bold**, or **Enhance: None** will be preserved.

You can use the **Print Enter** key instead of **Block OK** and the **ESC DEL** key instead of the "Cancel" function key.

---

### Delete (erase) the contents of the workspace

1. **File Keys**
2. **Delete Workspace**

Unless the workspace contains a document that you have retrieved from disc storage and then left exactly as is, you are asked on the prompt line whether you want to save the document in the workspace, e.g. **memo.txt**:

**Do you want to save the current memo as memo.txt?**

3. Select **Yes, Save** if you wish to save the document in the workspace; otherwise select **No, Discard**.

---

### NOTE

You can use the **Clear Display** key in place of **Delete Workspace**.

Until you select **Yes, Save** or **No, Discard**, you can undo the effect of the procedure by selecting **Cancel Delete** or pressing **ESC DEL**.

---

## Exit (“unload”) MemoMaker

1. **Exit**  
**MEMOMAKR**

Unless the workspace is empty, or contains a document that you have retrieved from disc storage and then left exactly as is, you are asked on the prompt line whether you want to save the document in the workspace, e.g. **memo.txt**:

Do you want to save the current memo as memo.txt?

2. Select **Yes, Save** if you wish to save the document in the workspace; otherwise select **No, Discard**.

---

### NOTE

If **memo.txt** is a file that was retrieved from disc storage and then revised, **Yes, Save** will update it, i.e. store the revised version in place of the original.

---

## Insert a document, or a copy of a document, into another document

1. **Block**  
**Keys**
2. Follow the procedure for moving a block or copy of a block to another document (see “Move a block, or a copy of a block, from the document in the workspace to another document”) *except—*
  - 2a. Mark the *entire document to be moved* as a block with **Cut Out Block** or **Copy Block**.

---

### NOTE

You can use this procedure to append one file to another file; see "Append a document..."

---

### Make a separate document out of a block or the copy of a block

1. **Block Keys**
2. Mark a block with **Cut Out Block** or **Copy Block** (see "Cut out, copy, or enhance a block of text"), or with **Clear Line** or **Delete Line**.
3. **MEMOMAKR Main**
4. **File Keys**
5. **Delete Workspace**

Unless the workspace contains a document that you have retrieved from disc storage and then left exactly as is, you are asked on the prompt line whether you want to save the document in the workspace, e.g. **memo.txt**:

Do you want to save the current memo as memo.txt?

6. Select **Yes, Save** if you wish to save the document in the workspace; otherwise select **No, Discard**.
7. **Paste Block**

---

### NOTE

If **memo.txt** is a file that was retrieved from disc storage and then revised, **Yes, Save** will update it, i.e. store the revised version on disc in place of the original.

---



## Move a block, or a copy of a block, from the document in the workspace to another document

1. **Block Keys**
2. Mark a block with **Cut Out Block** or **Copy Block** (see "Cut out, copy, or enhance a block of text"), or with **Clear Line** or **Delete Line**.
3. **MEMOMAKR Main**
4. **File Keys**
5. **Get Memo**

Unless the workspace contains a document that you have retrieved from disc storage and then left exactly as is, you are asked on the prompt line whether you want to save the document in the workspace, e.g. **memo.txt**:

**Do you want to save the current memo as memo.txt?**

6. Select **Yes, Save** if you wish to save the document in the workspace; otherwise select **No, Discard**.

On the prompt line, you are told:

**Enter file name (or use the File Manager).**

The cursor becomes (or remains) a solid blinking rectangle and moves to the input line at the top of your screen.

7. On the input line, either type the name of a file in the logged directory on a disc in the logged drive, or designate the drive and path to the file you want to retrieve and then type its name.
8. **Return**
9. Move the cursor to the point in the new document in the workspace at which you want the block inserted.
10. **Paste Block**

---

### NOTE

If **memo.txt** is a file that was retrieved from disc storage and then revised, **Yes, Save** will update it, i.e. store the revised version on disc in place of the original.

If you need help in responding to

Enter file name (or use the File Manager).

see the two "Retrieve a file from disc storage..." procedures.

For information about logging, see Chapter 5, the section called "The logged drive and the logged directory."

---

### Move a block, or a copy of a block, to another place in the document

1. **Block Keys**



2. Mark a block with **Cut Out Block** or **Copy Block** (see "Cut out, copy, or enhance a block of text"), or with **Clear Line** or **Delete Line**.

3. Move the cursor to the point at which you want the block inserted.

4. **Paste Block**

### Print a file in disc storage

1. Retrieve a file from disc storage (see the two "Retrieve a file from disc storage..." procedures if you don't know how).

2. If the Main Keys are not displayed, select **MEMOMAKR Main**.

3. Print the document in the workspace, i.e. perform the procedure on the next page.

## Print the document in the workspace

1. If you want to print from the beginning of the document and the cursor is not in column 1 of line 1, press **xxx**.
2. If you haven't already done so, turn on the printer, insert paper.

3. **Print Keys**

4. **Print Memo**

If "Auto Feed" is on and you are using fan-fold or roller paper, printing will go on to the end of the document; ignore steps 5-7.

If "Auto Feed" is off, a page will be printed, the cursor will move to the beginning of the next page—if there is one—and the printer will pause.

5. If you are using single sheets of paper, remove the printed sheet and insert a new one.

6. **Print Memo**

7. Repeat steps 5-6 until you have printed the entire file.

---

### NOTE

You can print whatever pages in the workspace document you want by leaving "Auto Feed" off, selecting **Print Memo**, and using **Skip Page** to "page" through the document; you select **Print Memo** whenever you get to a page you want to print.

Selecting **Print Memo** will print according to the current settings of the **Double Space**, **Auto Feed**, and **PRN: \*** function keys. You can change these settings at any time until you select **Print Memo**.

If the document you are printing is a file that you have retrieved from disc storage and then revised, you will print the revised version of it, not the version on disc.

---

## Realign a block of text, approve the new alignment

1. **Block  
Keys**

2. Move the cursor to the first character in the section of text you wish to align.

3. **Align  
Block**

The cursor becomes (or remains) a "blinking underline." On the prompt line, you are advised:

Use the cursor to define a block, then select "Block OK."

4. Use the cursor to define a block that you wish to align (the block ends with the character or space one column before the cursor).

5. **Block  
OK**

On the prompt line, you are asked:

Is this alignment OK?

6. **Alignmnt  
OK**

---

### NOTE

Until you select **Block OK**, you can undo the effect of the procedure by selecting **Cancel Align**. Even after you select **Block OK**, if you select **Cancel Align** instead of **Alignmnt OK** the alignment of your text before you selected **Align Block** and **Block OK** will be restored.

You can use the **Print  
Enter** key instead of **Block OK** and **Alignmnt OK**, and the **ESC  
DEL** key instead of **Cancel Align**.

---

## Release the margins

1. **Format  
Keys**
2. **Margin  
Release\***

---

### NOTE

Margins stay released until you select **Margin Release** again or press **Return**. Moving the cursor back within the margins by means other than pressing **Return** does not reestablish the margins.

---

## Retrieve a file from disc storage whose file name, directory, and disc location you know

1. **Get  
Memo**

Unless the workspace is empty, or contains a document that you have retrieved from disc storage and then left exactly as is, you are asked on the prompt line whether you want to save the document in the workspace, e.g. **memo.txt**:

Do you want to save the current memo as memo.txt?

2. Select **Yes, Save** if you wish to save the document in the workspace; otherwise select **No, Discard**.

On the prompt line, you are told:

Enter file name (or use the File Manager).

The cursor becomes (or remains) a solid blinking rectangle and moves to the input line at the top of your screen.

3. On the input line, either type the name of a file in the logged directory of the disc in the logged drive, or designate the drive and path to the file you want to retrieve and then type its name.

4.

---

#### NOTE

You can also begin this procedure with the File Keys displayed, since **Get Memo** is one of them as well as one of the Main Keys.

If **memo.txt** is a file that was retrieved from disc storage and then revised, **Yes, Save** will update it, i.e. store the revised version on disc in place of the original.

If you select **No, Discard**, then select the function key labeled with the name of the current document, e.g. **memo.txt**, you will put the original disc version of **memo.txt** in the workspace in place of the revised version of **memo.txt**.

For information about logging, see Chapter 5, the section called "The logged drive and the logged directory."

---

#### Retrieve a file from disc storage whose file name, directory, or disc location you do not know

1.

Unless the workspace is empty, or contains a document that you retrieved from disc storage and then left exactly as is, you are asked on the prompt line whether you want to save the document in the workspace, e.g. **memo.txt**:

Do you want to save the current memo as memo.txt?

2. Select **Yes, Save** if you wish to save the document in the workspace; otherwise select **No, Discard**.

3. **File  
Manager**

4. **Applic  
File**

5. If the file you want to retrieve is not in the directory displayed, select **Choose Dir**, display the directory containing your file, and select **Exit: Choose**.

6. Select a file.

7. **Returned  
Dir**

8. **Back To  
MEMOMAKR**

---

#### NOTE

Following the procedure in order to pass the file **unknown.mem** back to MemoMaker is equivalent to selecting **File Manager**, discovering there that the file you want to retrieve is **unknown.mem**, returning to MemoMaker, selecting **Get Memo**, then responding to

Enter file name (or use the File Manager).

by typing **unknown.mem**.

If **memo.txt** is a file that was retrieved from disc storage and then revised, **Yes, Save** will update it, i.e. store the revised version on disc in place of the original.

---

## Retrieve a format on file in disc storage

1. **File  
Keys**

2. **Get  
Format**

A function key displays the file name of the current format, e.g. **pica.fmt**; on the prompt line, you are told:

Enter file name (or use the File Manager).

The cursor becomes (or remains) a solid blinking rectangle and moves to the input line at the top of your screen.

3. If necessary, use **File Manager** to find the correct file name and path name of the file.




4. On the input line, either type the name of a format file in the logged directory of the disc in the logged drive, or designate the drive and path to the format file you want to retrieve and then type its name.

5. **Return**



---

### NOTE

Until you press  you can undo the effect of the procedure by selecting  or pressing the  key.

You can use the File Manager to find the name and location of a format file, but not to retrieve it. For information about the File Manager utility, see Chapter 5 or your HP150 Owner's Manual.



For information about logging, see Chapter 5, the section called "The logged drive and the logged directory."

If you select the function key labeled with the file name of the current format, e.g. **pica.fmt**, you will replace **pica.fmt** with itself. If you have made changes in **pica.fmt** since you last retrieved it, these changes will be erased.

You can use the format retrieval procedure more than once while working on a single document. For example, you might use the automatic startup format for the opening paragraphs of a memo, a format you named **table.fmt** for a table included next, and the startup format again for the text that comprises the rest of the memo. (The easiest way to reestablish the startup format is by using this procedure to retrieve the file that contains it, **startup.fmt**; remember that it is on the work disc.)

---

### Set a tab stop

1. 
2. Find the current tab stops on the ruler line displayed above the main text area.
3. Move the cursor to a column in which there is no tab stop.
4. 

## Show the printer where to end a page

1. **Print Keys**
2. Place the cursor at the left of the line *after* the line the page will end on, then press **Insert Char**.
3. **Page Break**

The page break symbol `.PA` appears on screen in column 1 of the cursor line, and signals the printer to end a page after the preceding line. Any text that was on the cursor line, and the cursor, move to the next line, where the subsequent printed page will begin. The `.PA` symbol does not appear in print on either page.

---

Since the line count includes the `.PA` line, adding a `.PA` increases the length of the document by a line. **Skip Page** disregards `.PA` lines; that is, if the cursor is in line 1 and line 56 contains `.PA`, **Skip Page** will move the cursor to line 57 instead of line 56.

WordStar users: note that `.PA` is the WordStar page break symbol: you can use MemoMaker to paginate files for printing with WorkStar. Note that WordStar does *not* include the line containing the page break symbol in the line count.

---

## Store MemoMaker's current format in a file in the logged directory

1. **File  
Keys**

2. **Save  
Format**

A function key displays the file name of the format you loaded or retrieved and then changed; on the prompt line, you are told:

`Enter file name (or use the File Manager).`

The cursor becomes (or remains) a solid blinking rectangle and moves to the input line at the top of your screen.

3. Select **File Manager** if you don't know whether the logged directory contains a file with the same name as the one you are going to give the current format.
4. Type a file name that is not the name of a file in the logged directory.
5. **Return**

---

### NOTE

If you select the function key labeled with the file name of a format file you retrieved from the logged directory and then changed, e.g. **table.fmt**, you will update **table.fmt** in the logged directory; that is, **table.fmt** will contain the new format and the old one will be erased. If you select the function key labeled with the file name **startup.fmt**, i.e. the format MemoMaker is loaded with, you will update **startup.fmt** on the work disc,

The MemoMaker format includes the following specifications:

- left and right margin settings
- tab stops
- justification status (whether **Justify** is on)
- enhancement setting (whether **Enhance: Underlin**, **Enhance: Bold**, or **Enhance: None** is on)
- insertion status (whether **Ins Char** is on)
- logged disc drive and directory
- printer selection setting (whether **PRN: \***, **LST: \***, or **AUX: \*** is on)
- printer feed setting: (whether **Auto Feed** is on)
- printer line setting: (whether **Double Space** is on)

Use this procedure in conjunction with "Retrieve a format..." to provide you with other automatically set page formats. This may be useful

- when your memo blanks and letterhead stationary have different widths
- when you need special tab settings for entries on column-ruled forms
- when you use MemoMaker to create tables as well as ordinary text
- when your printer alternates between 10- and 12-pitch type.

Until you press **Return**, you can undo the effect of the procedure by selecting **Cancel Save** or pressing **ESC DEL**.

---

**Store the “nameless” document currently in the workspace as a file in the logged directory**

1. **File Keys**
2. **Save Memo**

On the prompt line, you are told:

Enter file name (or use the File Manager).

The cursor becomes (or remains) a solid blinking rectangle and moves to the input line at the top of your screen.

3. Select **File Manager** if you don't know whether the logged directory contains a file with the same name as the name you are going to give the document in the workspace.
4. On the input line, type a file name that is not the name of a file in the logged directory.
5. **Return**

---

**NOTE**

Until you press **Return**, you can undo the effect of the procedure by selecting **Cancel Save** or pressing **ESC DEL**.

After you select **Save Memo**, the function key labeled with the name of the document in the workspace will be labeled **NAMELESS**. If you select **NAMELESS**, the document in the workspace will be stored in the logged directory as a file named **NAMELESS**. For more information about “Nameless” files see the section called “Who shall remain NAMELESS...” in Chapter 5.

---

## Turn justification on or off

1. **Block Keys**
2. **Align Block**
3. **Justify\*** or **Justify**

---

### NOTE

**Justify\*** turns justification on; **Justify** turns it off. **Justify** is the setting MemoMaker is loaded with unless you change it in the **startup.fmt** file.

---

Update a document stored on disc with the revised version of it in the workspace, retain the revised version in the workspace for further work

1. **File Keys**
2. **Save Memo**

On the prompt line you are told:

Enter file name (or use the File Manager).

3. If the file in the workspace is named **memo.txt**, select **memo.txt**.

---

### NOTE

You can also perform the procedure with the sequence **Get Memo**, **Yes, Save**, **Cancel Get**.

**Yes, Save** also appears after you select **Exit MEMOMAKR** or **Delete Workspce**, but in either case the document is not retained in the workspace if you update it.

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## Chapter 2

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# FOR YOUR REFERENCE

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## Introduction

**For Your Reference** exists primarily to remind you of what you have already learned about MemoMaker, secondarily to give you a general picture of its design and acquaint you with a few fine points concerning its use. It is not designed to introduce you to MemoMaker or to spell out basic MemoMaker procedures in a step-by-step fashion.

If you are a word processing beginner, the **Getting Started** section of this manual is your best introduction to MemoMaker. Even if you are an experienced user of WordStar or some other word processor, the "Help" screens and the previous section, **Using MemoMaker** (Chapter 1), are your best introduction to MemoMaker. If you have completed **Getting Started**, the best step-by-step guide to MemoMaker procedures is in Chapter 1.

### Arrangement of For Your Reference

Chapter 2: how to use **For Your Reference**; other sources of information; special terms used in the manual

Chapter 3: a map of MemoMaker; the MemoMaker screen; "Help"



**The Index** covers Chapters 1-5.

Use the following resources to find your way around **For Your Reference**:

- **The Table of Contents**
- **The Index**
- the tabs that mark each chapter in **For Your Reference** and **The Index**

### **Other Places to Turn for Information**

Information about warnings (error messages), MemoMaker-WordStar compatibility, and modification of MemoMaker for use with hard discs is contained in appendices to this manual.

The HP150 Owner's Manual contains much information relevant to MemoMaker:

- on the HP150
- on the Personal Application Manager (P.A.M.)
- on disc and file management
- on MemoMaker installation
- on printer and disc drive installation

You can find information about WordStar in the Series 100/WordStar Manual for the HP150 product line.

## **Terminology**

### **Files and "Documents"**

This manual uses the word *document* to stand for any piece of writing that you create with MemoMaker—for a memo, a letter, a report, a set of notes, a procedure, whatever. The documents that you create and print with MemoMaker are stored on discs as files, and it is as files that they are retrieved from disc storage when you wish to review or revise them. Ordinarily, this manual refers to a document that you are writing, reviewing, revising, or printing as a "document," and to the same document when reposing on disc as a "file."

It is possible to combine a number of MemoMaker files so that they become a single file with a single file name, and in that case that single file might be said to contain a number of documents. In this manual, however, a single MemoMaker file containing written text is always spoken of as consisting of a single document:

one text file = one document

---

#### NOTE

To multiply the confusion even further, a document can have a file name without qualifying as a file. This is because a document that is now being composed, that has been given no file name, and that has never been filed on disc, is automatically labeled as “nameless”—and **NAMELESS** is a legitimate file name.

---

### Function Keys

With the HP150, you can perform a function by touching one of eight labels displayed in a horizontal row at the bottom of your screen.

In this manual, these screen labels are called “function keys.”

You can also perform a function by pressing one of the numbered keys (f1 through f8) at the top of your keyboard; as you know, they correspond to the screen labels. These keys are also called function keys. If you use keys f1 through f8 instead of touching the screen labels, you may wish to call the screen labels function key labels and reserve the phrase *function keys* for the keyboard keys themselves. In that case, when this manual tells you to “touch the function key **Margin Release**,” that means to press the function key corresponding to the function key label **Margin Release**.

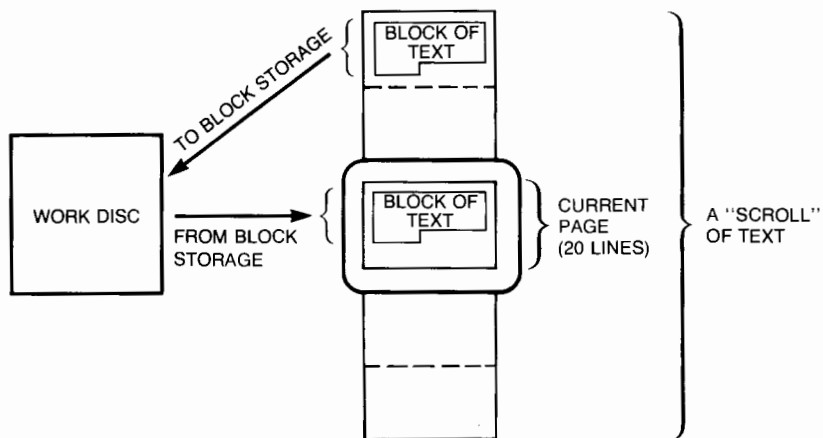
In either case, all the keys on the keyboard except the eight numbered function keys are “hard keys.”

### “I can’t see it, but I know it’s there.”

You don’t need to know what’s under the hood to be able to drive a car—though the knowledge may come in handy. Because this manual is meant to help you “drive” MemoMaker, not soup it up, it usually steers clear of what’s under MemoMaker’s hood. Two exceptions are “block storage” and “the workspace,” terms that you need to understand in order to stay on the road—

## Block Storage

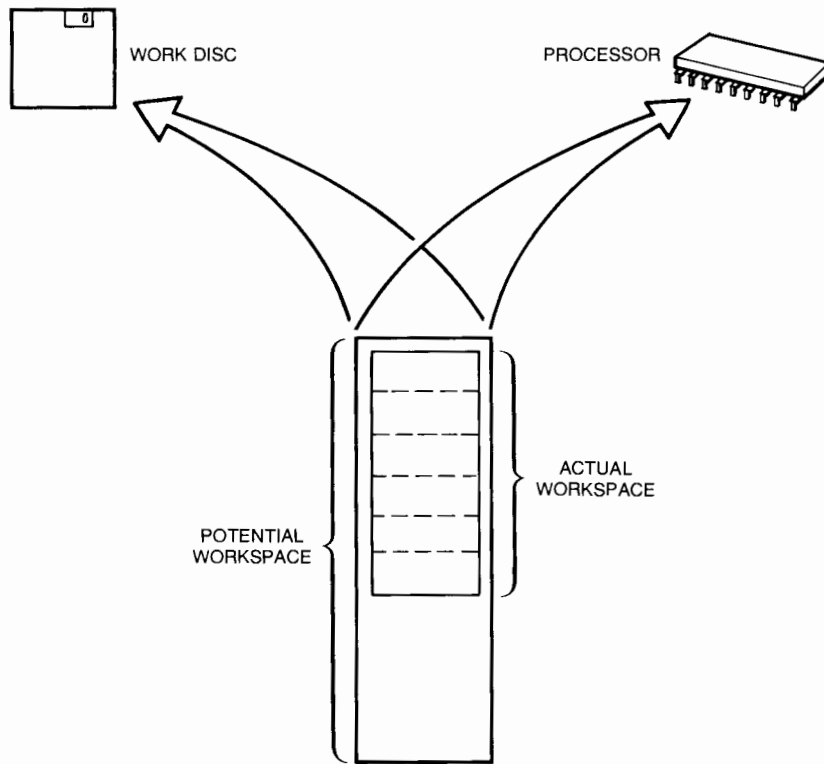
When you want to move a block of text from one place to another—to a new location in the document currently in the workspace or to another document—you first use one of the function keys **Copy Block** and **Cut Out Block**, or one of the hard keys **Clear Line** and **Delete Line**. Whichever key you use, the effect is to place the block, or a copy of the block, in *block storage*. When you next move the cursor to the block's new location and select the function key **Paste Block**, the effect is to remove the block from block storage and "paste" it in at the cursor position. You might also hear someone use the term *buffer* to refer to block storage, and you might be interested to know that it is located on the MemoMaker work disc, not in the memory of the system processor. Block storage can contain only one block of text at a time.



## The Workspace

When you are writing or revising a MemoMaker file, you see up to 20 lines of it on your display screen at a time. If your file is longer than what you can see, you can think of the entire file as a scroll, and what you can see as the open and visible part of the scroll.

The invisible area in which your HP150 holds "the entire scroll" while part of it is on display is the *workspace*. Part of the workspace is located in the system processor, part of it on the work disc that contains MemoMaker. If your system processor has the standard 256k bytes of memory, the size of your workspace is 100k. That means that you have 100k worth of workspace—elbow room—for the text of your current file as you write or revise it. To put 100k in perspective, printing 100k of text single-spaced on regular 8 1/2 x 11 stationery would yield about 30 pages. The workspace can contain only one MemoMaker file at a time.





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## Chapter 3

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# A MAP OF MEMOMAKER

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The top half of the map on the opposite page shows how MemoMaker's five function key groups are interconnected. As soon as you load MemoMaker you are shown the Main Keys group. Access to each of the other function key groups is provided from the Main Keys, and access to the Main Keys is provided from each of them. The Main Keys are "main" because of their relation to the other four groups, which are like four lesser branches attached to a main branch: to get from one to another you need to return to the main branch.

To unload ("exit") MemoMaker, you need to return to the Main Keys, then select **Exit MEMOMAKER**.

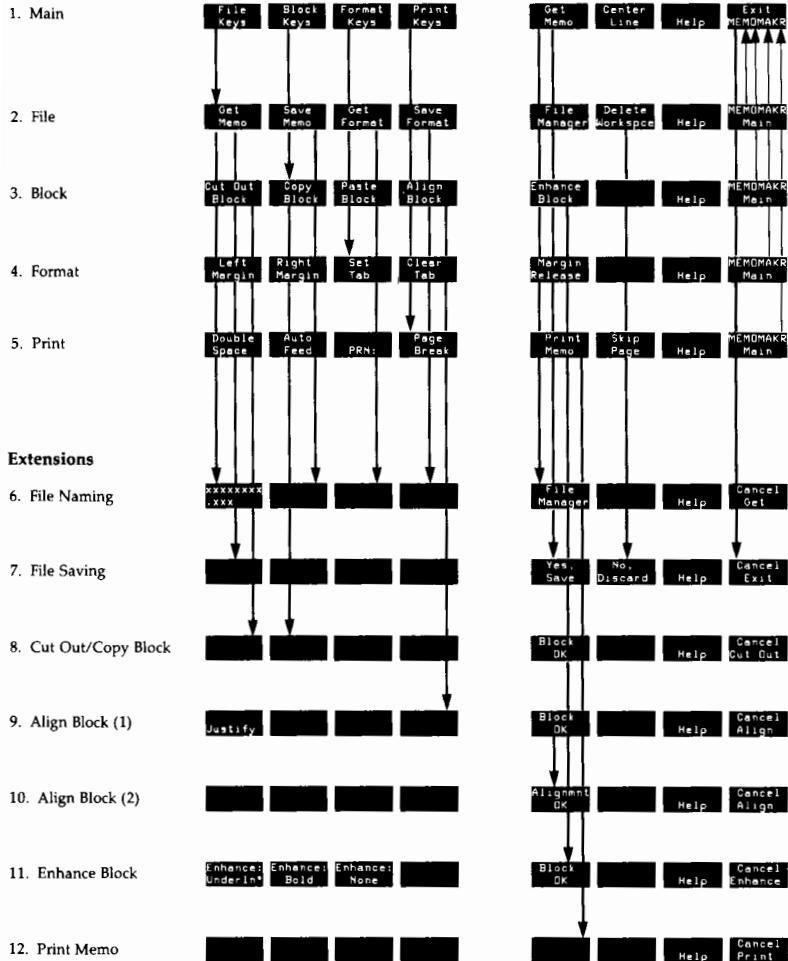
The bottom half of the map illustrates MemoMaker's seven function key extensions and shows how they are connected to keys from the function key groups on the top. Extensions *look* like groups, but they work like auxiliaries to particular keys. For example, when you select **Enhance Block**, all seven keys from the Block Keys group disappear, and an extension to **Enhance Block** consisting of six keys takes their place. You need to select one of the six before you do anything else—for the time being, you can't write or revise on the screen. Only when you have selected **Block OK** or **Cancel Enhance** from the extension are the seven Block Keys displayed again, and only then can you begin to compose again.

If MemoMaker is the tree and its function key groups the branches, the function key extensions are twigs.



# A Map of MemoMaker

## Keys



## NOTE

Selecting a "Cancel" key on one of the extensions causes the group containing the function key leading to that extension to be displayed; for example, **Cancel Enhance** displays the Block Keys, one of which is **Enhance Block**. The "Cancel" key in Extension 6 can also be labeled **Cancel Save**; in Extension 7, **Cancel Get** or **Cancel Delete**; in Extension 8, **Cancel Copy**.



# The MemoMaker Screen

Whatever function key group is displayed, your MemoMaker screen contains a main area that is blank until you write on it or retrieve a document from disc storage to display on it. Whatever group is displayed, you can write, revise, or review your documents in this area.

## “What function key group should I normally display?”

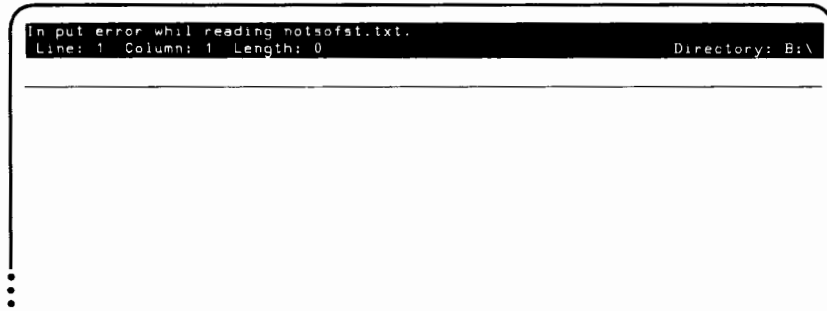
You use the Print Keys to print documents, the Block Keys to move, copy, or modify blocks of text, the File Keys to move files in and out of disc storage, and the Format Keys to change the page format your documents will conform to. For ordinary writing and revising, you are best off displaying the Block Keys, since this allows you to perform MemoMaker’s powerful block operations as you go along. The Print Keys may be more appropriate when you are writing or revising a number of simple documents and printing them immediately, the File Keys when you are storing them on disc for printing elsewhere or later. You might display the Format Keys if you were preparing a document that contained more than one format, for example a report containing tables. Whichever of the five groups you display, you have easy access to the other four.

## Screen Layout

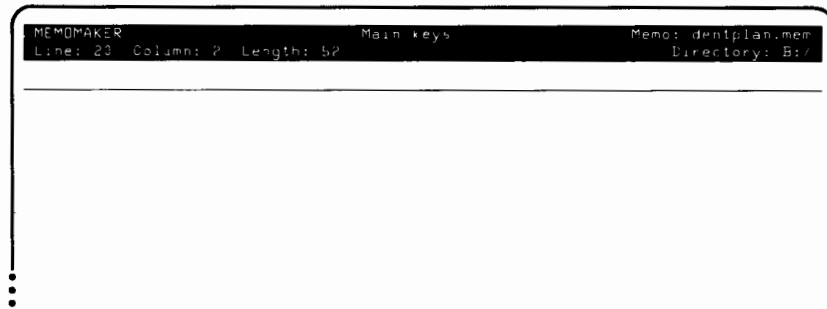
The MemoMaker screen contains seven areas: the top four lines, the main display area beneath them, the function key area under the main display, and the bottom line.

1. **The top line** labels the function key group or extension currently displayed by indicating the key you selected in order to display it—or indicating the key you *would* have selected if you displayed it by some other means. It also gives the path name and file name of the memo or other document in the workspace as you have entered it. If you have entered no name, the line reads `F i l e : NAMELESS`. If you have entered a path name for the file that is too long to be displayed on the top line, it is indicated by an ellipsis (...). The Main Keys group would be displayed below the second screen top illustrated on the opposite page, an extension to `Get Memo` below the screen top on page 3-4. In both, the document in the workspace would be **dentplan.mem**.

If the computer "realizes" that you have made a procedural error or are about it, it uses the top line to tell you so. When one of the error messages listed in **Appendix A: In Case of Difficulty...** is displayed, it temporarily displaces the other contents of the top line.



2. **The second line** indicates the position of the cursor in the main display area of your screen (see 5 below), the length of the document in the workspace, and the logged disc drive and directory. In the screen top below, the cursor is in line 20 at column 2. In both the screen top below and the one on the following page, the document in the workspace is 52 lines long, the logged drive is B, and the logged directory is "root" (B:\). If the path name of the logged directory is too long to be displayed, it is indicated by an ellipsis (...).



3. **The third line** shows prompt messages such as

Use the cursor to define a block, then select "Block OK."

When you need to carry out instructions. Except when the Format Keys are displayed, it is empty during ordinary writing and editing. With the Format Keys, the message

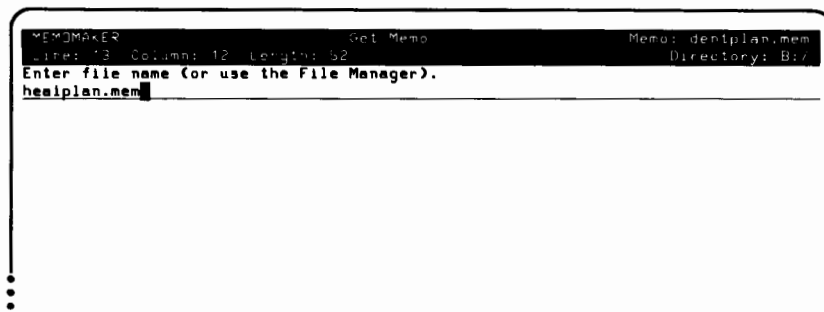
Tab stops are indicated by boxes (■). Margins are indicated by shading.

is displayed at all times.

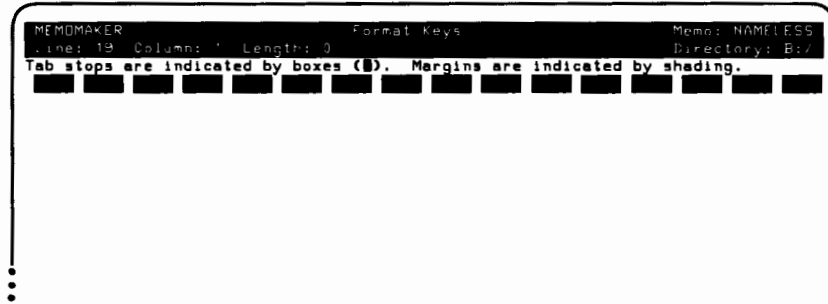
4. **The fourth line** is for your responses to the prompts on the third line except when the Format Keys are displayed. In the screen top below, the filename **healplan.mem** has been typed on the fourth line in response to the prompt

Enter file name (or use the File Manager).

on the third.



The screen top below goes with the Format Keys. It shows tab stops set at columns 1, 6, 11, and so on, a left margin in column 1, and a right margin in column 65.



5. **The main display area**, which is separated from the first four lines by a border line, is a grid 80 columns wide and 20 lines (i.e. rows) deep. It forms a window into the document currently in the workspace if there is such a document; otherwise it is blank.
6. **The eight function keys** occupy the two lines below the main display area.
7. **The bottom line** displays the two status indicators `INS CHAR` and `CAPS` when these functions are "on." When `INS CHAR` is on, typing a character moves all the characters from the cursor position to the end of the line right one column to make way for it, "wrapping" a word if necessary. When `INS CHAR` is off, typing a character deletes the character at the cursor position to make way for it. When `CAPS` is on, holding `Shift` down produces lowercase letters, and *not* holding it down produces uppercase—the reverse of the usual. You turn these functions on and off by pressing `Insert Char` and `Caps`.

The bottom line also displays the time, and as well it may display other information that is not, strictly speaking, about MemoMaker.

## Getting Lost and Getting "Help"

Each of the five function key groups and each of the seven extensions contains a **Help** key. When you select **Help** from any group or extension, you are shown a screenful of useful information about the function keys that make up that group or extension.

```
MEMOMAKER                               Main Keys                               Memo: phoneuse.mem
Line: 20 Column: 1 Length: 1             Directory: B:\

MEMOMAKER MAIN KEYS

File Keys      - displays the File Keys.
Block Keys     - displays the Block Keys.
Format Keys    - displays the Format Keys.
Print Keys     - displays the Print Keys.
Get Memo       - displays the File Saving Extension and lets you save the
                document in the workspace as a disc file; then displays
                the File Naming Extension to begin retrieval of a file from
                disc storage to put in the workspace.
Center Line    - centers text on the cursor line between the margins.
Help           - when "on" (*), displays information about the currently
                displayed function key group and blocks normal operation of
                the keyboard and function keys.
Exit MEMOMAKR - displays the File Saving Extension and lets you save the
                document in the workspace as a disc file; then ends the
                MemoMaker session, returns control to P.A.M.

File Keys      Block Keys    Format Keys    Print Keys    Get Memo      Center Line    Help *        Exit
MEMOMAKR

17:36
```

In addition, **Help** automatically puts MemoMaker in the Help Mode, and it stays in that mode until you touch **Help** again. In the Help Mode, the only result of almost anything you do beside touching a **Help** key is to obtain still more useful information. Pressing any hard key and touching almost any function key *causes* the screen to display information about that key, and *prevents* the particular effect that key ordinarily causes.

The Help Mode is fool-resistant: you can't do anything except obtain helpful information, so you can't do anything wrong.

In “Help,” the only function keys that work in their normal fashion are **Help** and the ones like **Block Keys** that take you to a new function key group. When you press **Block Keys**, the Block Keys group is actually displayed, so that afterward you can get information about the function keys that make up that group. This means that after putting yourself in Help, you can tour the entire system of MemoMaker function key groups, with Help as your guide.

## Getting Out of Help and Back on Track

Once you are in Help, you get out of it by touching the **Help** key belonging to whatever function key group or extension is currently displayed—it need not be the one displayed when you originally touched **Help**. This restores the screen you were looking at when you touched **Help**: same text—if any—displayed on the screen, cursor in the same place.

## “All things being equal, when should I seek Help?”

Help is one of five sources of useful information about MemoMaker. The others are **Getting Started with MemoMaker; Using MemoMaker** (Chapter 1); **For Your Reference**, Chapter 3 of which you are currently reading; and the **Quick Reference Guide**.

Help is particularly useful when:

- you have already completed **Getting Started** (Help itself is an on-screen reference manual, not a tutorial.)
- your question is a simple one about a particular key (Use this reference section if you need detailed information or have more general questions; use **Using MemoMaker** or the **Quick Reference Guide** for reminders about particular procedures.)
- you are afraid that you are about to press the wrong key (Use **Appendix A: In Case of Difficulty...** if you have already done so and elicited an error message.)
- you don’t need to display a document on the screen while you are getting the information you need (Help temporarily replaces text on screen with its own messages; use the **Quick Reference Guide** or this book if you need to keep the text that is displayed on screen in view.)

**“I don’t need your Help any longer....”**

Help information is contained in a file on your MemoMaker work disc called **help.txt**. The **help.txt** file takes up space on the disc, and once you know your way around MemoMaker you may want to use that space for some other purpose. If you want to use the space occupied by **help.txt** for some other purpose without destroying **help.txt**, use the File Manager to copy **help.txt** onto another disc, then to delete it from the MemoMaker work disc.

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# Chapter 4

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## MEMOMAKER KEYS AND FUNCTIONS

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### Overview of the Chapter

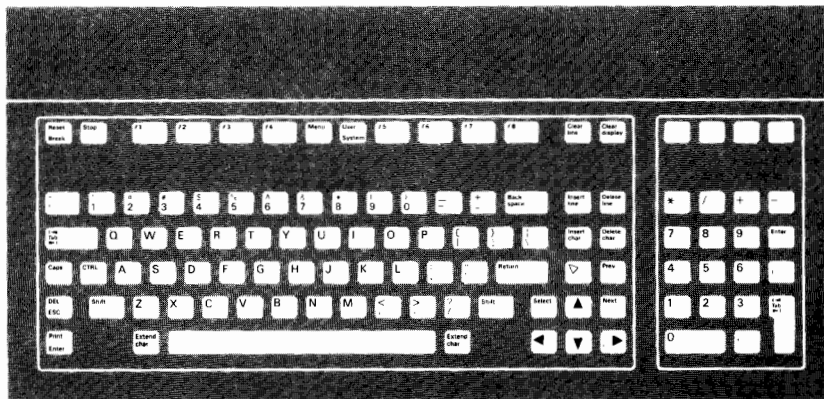
This chapter contains two sections.

The first is organized as an alphabetical list of special MemoMaker keyboard functions— keys and key combinations that work in a different way when you are using MemoMaker on your HP150 computer than when no application is loaded on it.

The second is organized as an alphabetical list of the MemoMaker function keys, by label.

### The MemoMaker Keyboard: Special Key Usage

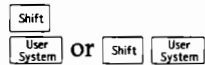
MemoMaker uses most of the keys on the HP150 keyboard.





Except for the keys and key combinations listed alphabetically below, it uses them as they are used when you first turn your HP150 on, before you load any application. If you are unfamiliar with this "ordinary" HP150 keyboard usage, consult your HP150 Owner's Guide for a detailed introduction to it. The keys below are different from the "ordinary" only when you are creating or revising a document displayed on the main screen area, not when you are using the keyboard to enter a file name on the input line above it. With all keys, including the keys below, holding a key down does the same thing, but faster, as pressing it repeatedly.

**In the key descriptions below, special MemoMaker usage is in boldface type.** One key directly above or before another—



— means "press the top or first key, then press the bottom or second key before you release the top or first."




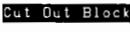


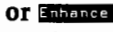














A note at the end of this section elaborates further on differences between HP150 keyboard usage when no application is loaded and MemoMaker keyboard usage. The note also describes the limited use in MemoMaker of **Reset Break**, **Stop**, **Menu**, and **User System**.

**Clear Line** erases text from the position of the cursor to the end of the line. **Shift Clear Line** erases the entire line the cursor is on (but does not bring the following line up to take its place). **In MemoMaker, both place cleared text in block storage— it can be moved to a new cursor position by Paste Block.**





**Clear Display** Displays the File Saving Extension and lets you save the document in the workspace as a disc file; then the entire contents of the workspace are erased. (Equivalent to **Delete Workspce.**)







**ESC DEL** Undoes the effect of a selecting a function key, displays the function key group containing it. (Equivalent to **Cancel Align**, **Cancel Get**, **Cancel Save**, and the other "Cancel" keys.)





**Delete Char** Deletes the character at the cursor position; moves all characters to the right of it one column to the left.


-  Deletes the line containing the cursor, moves the next line up to replace it. **In MemoMaker, stores the deleted line in block storage—it can be moved to a new cursor position by .**
-  **Used only in conjunction with the function keys , , , or .** After you select the function key and move the cursor to the end of the block, pressing  causes the block to be cut out, copied, aligned, or enhanced. (Equivalent to )
-  When “on,” typing a character will move all characters from the one at the cursor position to the end of the line one column to the right, then insert the character you typed at the cursor position. **In MemoMaker, when the last character in a word is moved into column 80 as a result of being pushed to the right, the word “wraps” to the next line.**
-  **Moves all characters from the character at the cursor position to the end of the line down to the left margin of the next line, i.e. “splits” the line; moves succeeding lines down one line to make room; cursor remains where it was when you pressed .**
-  Moves the cursor to the left margin of the following line. **In MemoMaker, turns margin release off if it is on.**
-  Moves the cursor right to the next tab stop. (  moves it left.) **In MemoMaker, tabs as far as the right (or left) margin.**
-   **Moves the cursor up or down. In MemoMaker, scroll the screen when you use them to move the cursor past the upper or lower screen borders.**
-   **Move the cursor left or right. In MemoMaker, move the cursor as far as the left or right borders. If the cursor is beyond the left or right margin and  is “off,” you cannot type a character at the cursor position. If you try, the character you type will jump to the left margin of the next line.**




## NOTE



When no application is loaded on the HP150,  clears from the cursor position to the end of the display memory. The cursor position may or may not be the beginning of the text in the workspace, and the display memory may or may not be large enough to include the end of the text. (With no application,   clears from the beginning of the display memory to the end; in MemoMaker, it is the same as .)



In MemoMaker,   is no different from , i.e. it does *not* move a character up from the following line to fill in at the end of a line from which a character has been deleted. Similarly,   is no different from .







When no application is loaded on the HP150,  causes characters pushed beyond the right screen border to be lost. With no application loaded,   "wraps," but a character at a time rather than a word at a time; in MemoMaker, it is the same as .

When no application is loaded on the HP150,  works in all cases as it would, in MemoMaker, if you positioned the cursor at the left margin: it moves the entire line down.

















When no application is loaded on the HP150,  and   wrap when you tab past the right or left screen borders.

When no application is loaded on the HP150,  and  wrap when you use them to move the cursor past the upper or lower screen borders (if you move the cursor past the upper border, it reappears at the lower).

When no application is loaded on the HP150,  and  wrap when you use them to move the cursor past the left or right screen borders.

In MemoMaker   and   are the same as  and , i.e. they do *not* roll the screen left and right.

While you are using MemoMaker, the following seven key combinations function as they do when no application is loaded:

-   - “soft reset”
-    - “hard reset”
-   - “abort”
-   - displays the user-defined function key menu so that you can program the keys
-    - turns HP TouchScreen off or on
-   - turns MemoMaker function keys off or on
-   - turns user-defined function keys on or off

Consult your HP150 Owner’s Manual for more information about these seven key combinations. USE THE FIRST THREE WITH CARE.

---

## MemoMaker Function Keys

The MemoMaker function keys are contained in the five MemoMaker function key groups and the seven function key extensions. A map of these twelve interconnected arrays appears on the last page of this chapter as a fold-out. You may find it convenient to keep the map folded out when you are using the chapter.

The MemoMaker function keys are described on the following pages, in alphabetical order. Each entry begins with a colored image of the key described on the left and the name of the array or arrays where you find it on the right. For example—



3. Block Keys

— means that **Align Block** is one of the Block Keys, and the Block Keys are the third row of keys on the map.

In each function key entry, **boldface text describes the key’s basic function**. “Note” marks fine points and other specialized information.

Notice that the labels of the far right function keys (f8) in each of the seven function key extensions on the map begin with "Cancel": you can find information about any function key whose label begins with "Cancel" under **Cancel Align**.

**Align Block**

### 3. Block Keys

**marks the beginning of the block to be rearranged so that it conforms to the current margin settings and justification status; displays **Align Block Extension 1** so that you can mark the end.**

This involves the following operations, in the order given:

1. Removes all spaces at the beginning and end of the marked block.
2. Removes all spaces at the beginning and end of each line in the marked block.
3. Condenses all multiple spaces (two or more spaces in a row) within lines to a single space with the following exceptions, where more than two spaces are condensed to two:
  - after a period (.), a question mark (?), or an exclamation point (!)
  - after any of these followed by a quotation mark (single or double)
  - after a colon
4. Brings up words from successive lines to fill in earlier lines, ordinarily leaving one space between the last word of a line and the word or words brought up. Where an earlier line ends with a hyphen, leaves no space and deletes the hyphen; where an earlier line ends with a period, a question mark, an exclamation point, any of these followed by a quotation mark, or a colon, leaves two spaces.
5. If justification is "on," evenly distributes the spaces now at the ends of lines between words within the lines.

**Align Block** does not disturb completely blank lines.

See **Using MemoMaker**, "Realign a block of text, approve the new alignment."

---

### NOTE

Because **Align Block** automatically removes spaces at the beginnings of lines (step 2 above), you cannot align a block beginning with a conventionally indented paragraph (one whose first line is indented) and ending with another in a single alignment operation. Align a document containing such paragraphs one paragraph at a time.

To align a conventionally indented paragraph, mark the first letter in the first word of the paragraph, not the first column in its first line.

To create a paragraph with "hanging indentation," i.e. one with each line in the paragraph after the first one indented, set the left margin 6 columns in from column 1 (more or less), then use **Margin Release\*** to begin the first line of the paragraph in column 1. To align the paragraph, mark it as a block beginning at the left margin of the first line.

Since **Align Block** does not disturb completely blank lines, you can align a series of block-style paragraphs separated by blank lines in a single alignment operation. You can align an entire document composed in block style this way.

When **Align Block** repositions a word divided and hyphenated at the end of a line, it deletes the hyphen: it turns *love-* and *ly* into *lovely*, not *love-ly*. WordStar users: because of this feature, you will lose "soft" hyphens in a WordStar document file if you realign it with MemoMaker: if you then return the file to WordStar and try to restore its original alignment, you will have to rehyphenate it.

You usually need to use **Align Block** after you have:

- used **Cut Out Block** or **Clear Line** to cut a block or line of text out
- used **Paste Block** to insert a block or line of text in a new location
- used text insertions to revise a line
- changed the format that you wish your document to be stored or printed in.

retains the new alignment you created by selecting **Block OK**, redisplay the Block Keys.

You restore the old alignment—the one you changed by using **Align Block** to mark a block— by selecting **Cancel Align**.

when “on” (\*), instructs the printer to use automatic page feed.

Your printer uses automatic page feed with roller or perforated fan-fold paper: at the end of each page it automatically advances the paper to the line on the next page designated as the first print line.

When you load MemoMaker, **Auto Feed** is off unless you have reset it in the file **startup.fmt**. In practice, this means that your printer will stop at the end of each page so that you can insert another sheet of paper.

See **Using MemoMaker** “Change MemoMaker’s paper setting....”

---

#### NOTE

MemoMaker “assumes” that your printer and paper are coordinated in such a way that each sheet can contain 66 lines; if your printer gives you 6 lines to the inch, it is coordinated with paper 11 inches long, the standard office stationery length. With single-space text, MemoMaker accomodates these 66 lines by printing 55 lines of text per page and leaving 11 lines blank between 55-line blocks of text. (With double-space text, although there are only 28 lines of text per page, the block containing the text is also 55 lines long.) This means that if your printer and paper are coordinated according to MemoMaker’s assumption and “auto feed” is on (**Auto Feed\***), print on each page after the first will start at the same line it started on on the first page.

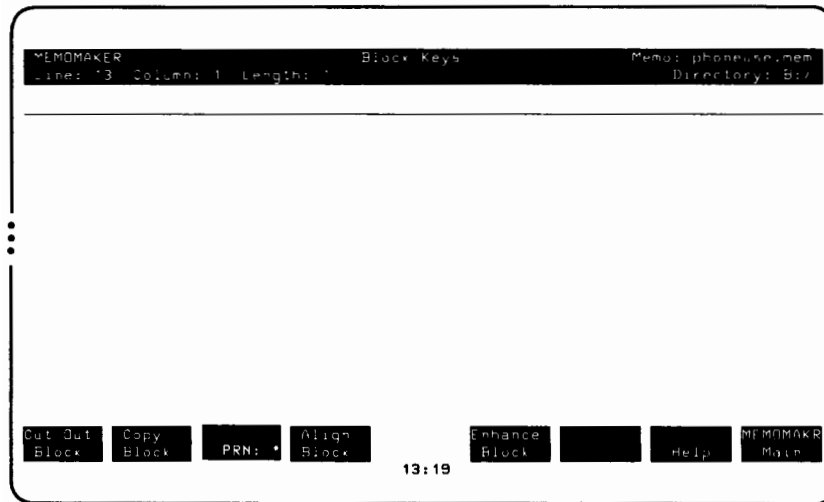
When you use **Page Break** to reduce the number of lines of text on a page and "auto feed" is on, MemoMaker increases the number of blank lines between blocks of text so that the next page begins on the proper line.

**AUX:** • **See** **PRN:** •

**Block**  
**Keys**

## 1. Main Keys

**displays the Block Keys.**





Block  
OK

9. **Align Block** Extension 1
10. **Cut Out Block/Copy Block** Extension
11. **Enhance Block** Extension

**cuts out, copies, aligns, or enhances a marked block after you have selected **Cut Out Block**, **Copy Block**, **Align Block**, or **Enhance Block** and defined the block with the cursor; redisplay the Block Keys except with **Align Block**, where it displays **Align Block** Extension 1.**

See **Using MemoMaker**, “Cut out, copy, or enhance a block of text” and “Realign a block of text, approve the new alignment.”

---

#### NOTE

You can use the **Print/Enter** key in place of **Block OK**.

---

Cancel  
Align

9. **Align Block** Extension 1
10. **Align Block** Extension 2

Cancel  
Copy

8. **Copy Block** Extension

Cancel  
Cut Out

8. **Cut Out Block** Extension

Cancel  
Delete

7. File Saving Extension

Cancel  
Enhance

11. **Enhance Block** Extension

<b>Cancel Exit</b>	7. File Saving Extension
<b>Cancel Get</b>	6. File Naming Extension 7. File Saving Extension
<b>Cancel Print</b>	12. <b>Print Memo</b> Extension
<b>Cancel Save</b>	6. File Naming Extension

**wholly or partially undoes the effect of having selected a function key, e.g. **Align Block**; redisplay the function key group where the function key selected is located, e.g. the Block Keys.**

The following keys undo only partially the effect of having selected a function key:

**Cancel Align** preserves any change you made in the setting of **Justify** after you selected **Align Block**.

**Cancel Enhance** preserves any changes you made in the enhancement setting (Underln, Bold, or None) after you selected **Enhance Block**.

**Cancel Get**: if you select **Yes, Save** after selecting **Get Memo**, preserves the effect of the action.

**Cancel Print** stops transmission to the printer, but does not necessarily stop printing immediately; unless you stop the printer itself, printing will continue until the contents of the buffer in the printer are all printed.

---

#### NOTE

You can use the **ESC DEL** key in place of any of the "Cancel" function keys.

---

**places the text on the line containing the cursor midway between the left and right margins.**

See **Using MemoMaker**, "Center a line."

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#### NOTE

If a line of text cannot be centered exactly, it is positioned left of center; that is, if it would need to start halfway between columns 10 and 11 to be exactly centered, it starts at column 10.

If the line of text to be centered is too long to fit the margins and the left margin is to the right of column 1, **Center Line** will center the line with reference to the left and right margins. If this is impossible, it will move the line as close to this centered position as it can.

If **Margin Release** is on, the line will be centered between columns 1 and 79.

---

**clears a tab stop in the column where the cursor is located.**

When you load MemoMaker, the tab stops are set at columns 1, 6, 11, 16, and so on unless you have reset them in the file **startup.fmt**.

You can identify the current tab stops by examining the ruler line displayed when you select **Format Keys**.

See **Using MemoMaker**, "Clear a tab stop."

marks the beginning of a block of text to be copied from the document in the workspace and placed in block storage; displays the **Copy Block** Extension so that you can mark the end of the block and store it.

Use **Copy Block** in conjunction with **Paste Block**, which moves a block of text from block storage to another point in the same document or another document.

See **Using MemoMaker**; "Cut out, copy, or enhance a block of text."

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#### NOTE

If you need to insert a copy of a block at a second location without removing it from its original location, use **Copy Block**. If you need to remove a block from one location and insert it at a second, use **Cut Out Block** instead of **Copy Block**.

You can place only one block at a time in block storage: a second block removes the first. If you need to move more than one block, alternate between **Copy Block** or **Cut Out Block** and **Paste Block**.

You can use **Copy Block** or **Cut Out Block** to put a block from one document in block storage, use **Get Memo** to bring a second document into the workspace, and then use **Paste Block** to insert the block in the second document.

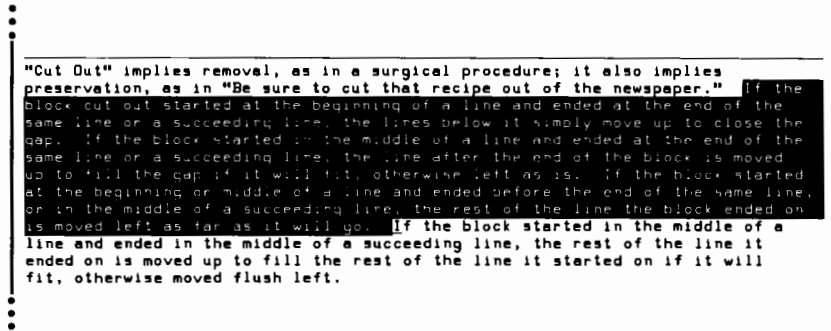
To insert a copy of an entire file in another file, mark the beginning and end of the first file with **Copy Block** or **Cut Out Block**, then use the technique outlined above to insert this "block" in the second file. You can also use this technique to append a file to another file. See **Using MemoMaker**, "Insert a document, or a copy of a document, into another document" and "Append a document, or a copy of a document, to another document,"

---

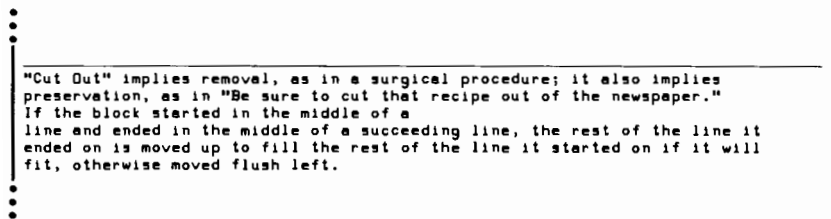
marks the beginning of a block of text to be cut out of the document in the workspace and placed in block storage; displays the **Cut Out Block** Extension so that you can mark the end of the block and store it.

From block storage the block can be moved to another location in the same document, or in another document, with **Paste Block**. If it is not moved, it is erased when you place another block in block storage or when you exit MemoMaker.

On the screen below, deletes the highlighted block:



so that this is left:



See **Using MemoMaker**, "Cut out, copy, or enhance a block of text."

---

### NOTE

All the notes to **Copy Block** apply as well to **Cut Out Block**.

After you delete a block, you will usually need to use **Align Block** to realign the section of text you deleted it from. See **Using MemoMaker**, "Realign a block of text, approve the new alignment," for more information.



**Delete  
Workspace**

## 2. File Keys

**displays the File Saving Extension and lets you save the memo or other document in the workspace as a disc file; then the entire contents of the workspace are erased.**

If you retrieved the document in the workspace from disc storage, revised it, and then chose to save it, **Delete Workspace** also deletes the original disc file, i.e. updates the file. If you retrieved the document and then left it exactly as is, **Delete Workspace** does not display the File Saving Extension.

See **Using MemoMaker**, "Delete (erase) the contents of the workspace."

---

### NOTE

You can use the **Clear Display** key in place of **Delete Workspace**.

---

when "on" (\*), causes the printer to print every other line, i.e. "double space."

Single-space pages are 55 lines long unless you cut them short with **Page Break**; double-space pages are 28 lines long unless you cut them short.

When you load MemoMaker, double spacing is off (**Double Space**) unless you have reset it in the file **startup.fmt**,

See **Using MemoMaker**, "Change MemoMaker's printer setting to single or double space."

---

#### NOTE

WordStar users: The WordStar formula is "two double-space pages = one single-space page = 55 lines." To accomplish this, WordStar alternates between 28-line and 27-line pages, i.e. it falls a line behind MemoMaker every other page.

---

marks the beginning of a block of text in the document in the workspace to be underlined or boldfaced, or to have one of these enhancements removed from it; displays the **Enhance Block** Extension so that you can mark the end of the block.

**Enhance Block** uses the enhancement specified by the enhancement selection function keys— the keys on the **Enhance Block** Extension labeled **Enhance: Underln** (underline), **Enhance: Bold** (boldface), and **Enhance: None** (no enhancement).

See **Enhance: Underln**; also see **Using MemoMaker**, "Change MemoMaker's enhancement setting..." and "Cut out, copy, or enhance a block of text."

Enhance:  
Bold

See

Enhance:  
Underln

Enhance:  
None

See

Enhance:  
Underln

Enhance:  
Underln

## 11. Enhance Block Extension

determines the kind of enhancement **Enhance Block** will give to a block of text.

This function key appears alongside the other two enhancement selection keys, **Enhance: Bold** and **Enhance: None**; it is marked with an asterisk (\*) when underlining is "on." You can reset the enhancement by selecting one of the two enhancement selection keys not marked with an asterisk.

This is an unenhanced block. The next three blocks are enhanced:  
*This block was enhanced with "Enhance:Underln" on; although it appears in italic type on screen, your printer would underline the characters in the block.*  
**This block was enhanced with "Enhance:Bold" on; your printer would print the characters in the block in boldface type.**  
This block was enhanced with "Enhance:Bold" on, then enhanced again with "Enhance:None" on. "Enhance:None" restored the characters in the block to regular type.

See **Using MemoMaker**, "Change MemoMaker's enhancement setting...."



---

### NOTE

When you load MemoMaker, the enhancement setting is "underline" unless you have reset it in the file **startup.fmt**.

Your printer needs to be able to *underline* and print **boldface** for these enhancements to show up on paper. If you don't know whether your printer will execute these enhancements, consult your printer owner's manual.

Use **Enhance: None** to mark short blocks of regular (unenhanced) text within larger blocks of underlined or boldface text. You can also use it during a revision to remove underlining or boldfacing from already enhanced text.

WordStar is capable of both underlining and boldfacing the same word or words. If you use MemoMaker to print WordStar files that are marked for this "multiple enhancement," it will underline or use boldface, but not both at once.

---

**Exit**  
**MEMOMAKR**

### 1. Main Keys

**Displays the File Saving Extension and lets you save the memo or other document in the workspace as a disc file; then ends the MemoMaker session, returns control to P.A.M.**

If you retrieved the document in the workspace from disc storage, revised it, and then chose to save it, **Exit MEMOMAKR** also deletes the original disc file, i.e. updates the file. If you retrieved the document and then left it exactly as is, or if the workspace is empty, **Exit MEMOMAKR** does not display the File Saving Extension.

See **Using MemoMaker**, "Exit ('unload') MemoMaker."

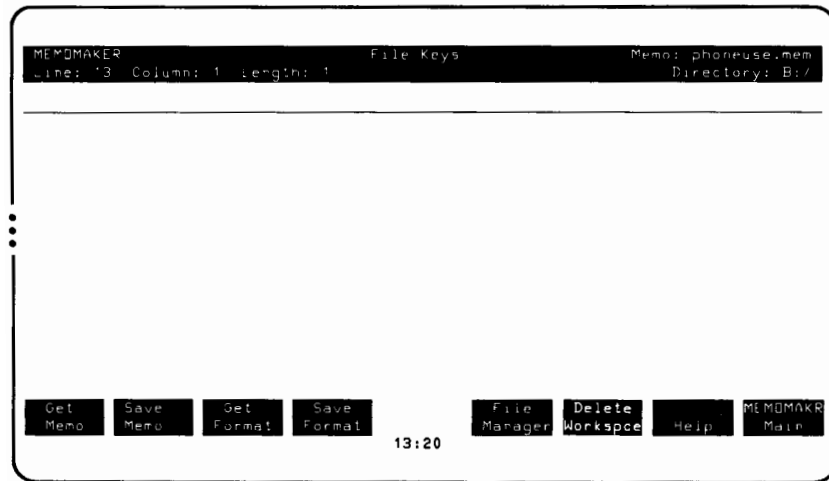
### NOTE

If you wish to preserve both the original (disc) version of the document currently in the workspace and the workspace version on disc, use **Save Memo** to rename and save the workspace version: the original, with its original file name, will remain on the disc.

**File  
Keys**

#### 1. Main Keys

**displays the File Keys.**



**puts MemoMaker on hold, gives you access to the File Manager, displays the File Manager options on screen.**

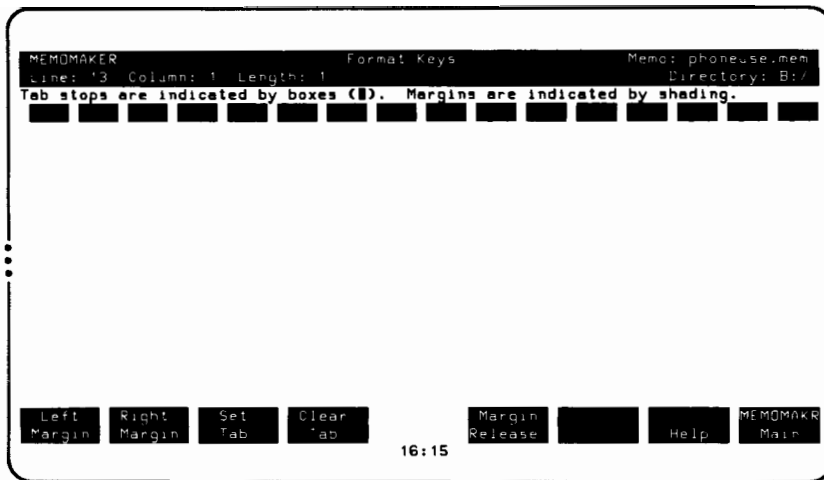
You use the File Manager:

- to pass a file back to MemoMaker
- to change MemoMaker's logged disc drive or directory or both
- to copy, delete, or rename a MemoMaker file
- to browse through a file when there is another document in the MemoMaker workspace
- to obtain information about the names and locations of the files and directories on your discs.

When you finish using the File Manager and return to MemoMaker, MemoMaker is exactly as you left it.

See Chapter 5, the section called "The File Manager," for more information. Your HP150 Owner's Manual is the most complete source of information about the File Manager.

**displays the Format Keys below the main screen area and a ruler line that indicates the current margin and tab stop settings above it.**



**Get Format**

## 2. File Keys

**begins replacement of the current format with a format stored in a file on disc; displays the File Naming Extension so that you can name the file.**

The MemoMaker format includes:

- margin settings
- tab stops
- justification status
- enhancement setting (“underline,” “bold,” or “none”)
- Ins Char setting
- logged drive and directory settings
- printer selection setting
- printer feed setting (manual or automatic)
- printer line setting (single -or double-space).

**Get Format** works with **Save Format**. **Save Format** records in a file on disc the format that exists when you select it. When you select **Get Format** at a subsequent time and specify that file, the recorded format replaces the current one.

See **Using MemoMaker**, “Retrieve a format on file in disc storage.”

**displays the File Saving Extension and lets you save the memo or other document in the workspace as a disc file; then displays the File Naming Extension to begin retrieval of a file from disc storage to put in the workspace— this helps you to name the file.**

If the workspace contains a document, **Get Memo** erases it as it retrieves another one; the workspace can contain only one document at a time.

If you retrieved the document in the workspace from disc storage, revised it, and then chose to save it, **Get Memo** also deletes the original disc file, i.e. updates the file. If you retrieved the document and then left it exactly as is, or if the workspace is empty, **Get Memo** does not display the File Saving Extension.

See **Using MemoMaker**, the two "Retrieve a file from disc storage..." procedures.

---

#### NOTE

If you wish to preserve both the original (disc) version of the document currently in the workspace and the workspace version, see **Using MemoMaker**, use **Save Memo** to rename and save the workspace version; the original, with its original file name, will remain on the disc.

---

**provides information about the function keys currently displayed on screen; blocks normal functioning of other keys; blocks normal functioning of function keys except for those that cause another set of function keys to be displayed; causes function keys and other keys to display information about themselves on screen.**

**Help** works like an on-off switch. When you load MemoMaker it is "off." The first time you select **Help \*** it is on, the next time off again, and so on. An asterisk (**Help \***) means that it is on.

See Chapter 3, "Getting Lost and Getting 'Help'," for more about

when "on" (\*), causes `Align Block` to justify the text (even the right margin) in a marked block.

When justification is on (`Justify`), the lines in any block of text that you use `Align Block` to align will be extended to the right margin to make the margin smooth. Extra spaces will be inserted within the lines as evenly as possible to fill them out. If you then turn justification off and realign the same block, these extra spaces will be moved to the ends of the lines.

When justification is off (`Justify`) and you use `Align Block` to align an unaligned block, MemoMaker fills in the lines of the block as well as possible without adding extra spaces within any of them; it allows spaces, but as few as possible, at the ends of the lines.

When you load MemoMaker, justification is off (`Justify`) unless you have reset it in the file `startup.fmt`.

Examples:

1. text before alignment (the phrase "although it gives you a neater looking page" has been inserted)

```
.....
|
|
|-----|
| People who don't like justification argue that although it gives |
| you a neater looking page                                     |
| it makes the words a bit more difficult to read.             |
|
|
|.....
```

2. realigned (`Justify`)

```
.....
|
|
|-----|
| People who don't like justification argue that although it gives |
| you a neater looking page it makes the words a bit more difficult |
| to read.                                                         |
|
|
|.....
```

### 3. realigned (**Justify**)

People who don't like justification argue that although it gives you a neater looking page it makes the words a bit more difficult to read.

See **Using MemoMaker** "Turn justification on or off."

**Left  
Margin**

### 4. Format Keys

**resets the left margin in the column where the cursor is located.**

When you load MemoMaker, the left margin is set at column 1 unless you have reset it in the file **startup.fmt**. You can identify the current left margin by examining the ruler line displayed when you select **Format Keys**.

See **Using MemoMaker**, "Change a margin setting."

#### NOTE

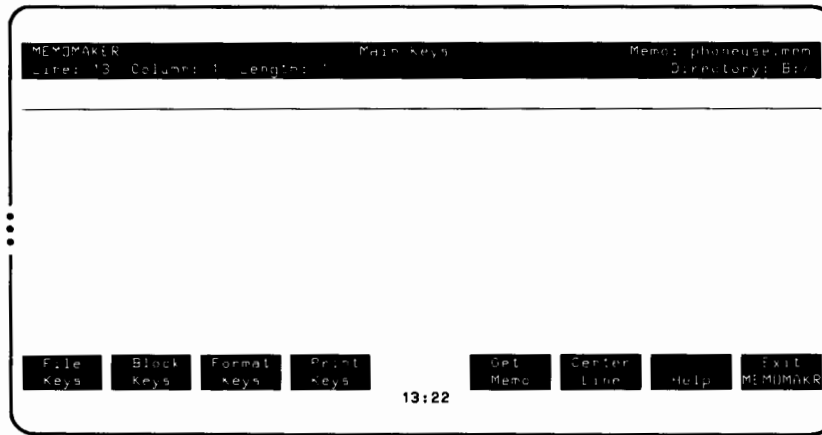
The left margin cannot be set to the left of column 1. If the left margin is set to the right of column 1 and the margins are released, the cursor can be moved left as far as column 1 and no further.

**LST:** • See **PRN:** •

MEMOMAKR  
Main

2. File Keys
3. Block Keys
4. Format Keys
5. Print Keys

displays MemoMaker's Main Keys.



Margin  
Release\*

4. Format Keys

releases the left and right margins, i.e. lets you type in columns 1 through 79.

**Margin Release** switches between "released" and "unreleased"— an asterisk (\*) means "released." Characters outside the margins are displayed on screen with half-bright intensity, but printed in the usual fashion. Once you have released the margins, you can unrelease (reestablish) them by pressing **Return** as well as by selecting **Margin Release** again. Moving the cursor back within the margins by any means other than pressing **Return** will leave the margins released.



---

### NOTE

When you type a character in column 79, the cursor moves to column 80. If you then type a character, the word it is in will "wrap" to column 1 of the next line.

With typewriters and with most other word processors, you can release the margins only a line at a time. With MemoMaker, **Margin Release** will stay "on" as long as you don't press it again or use **Return** to move the cursor back within the margins. The easiest way to achieve the same effect as **Return** without reestablishing the margins is to keep typing, i.e. to let word wrap move the cursor to the first column of the next line. You can also use HP Touch cursor control (or the cursor keys) to move the cursor to the next line, or any position, without reestablishing the margins.

---

**No,  
Discard**

### 7. File Saving Extension

after you have selected **Get Memo**, **Exit MEMDMAKR**, or **Delete Workspce**, abandons the memo or other document in the workspace.

with **Get Memo**, displays the File Naming Extension; executes **Exit MEMDMAKR** and **Delete Workspce**.

---

### NOTE

If the document in the workspace was retrieved from disc storage, **No, Discard** abandons the workspace copy but leaves the original on disc intact.

"Abandons" is not equivalent to "erases": if you select **Get Memo**, then **No, Discard**, then **Cancel Get**, the document in the workspace will remain in the workspace. (When you use **No, Discard** after you use **Exit MEMDMAKR** or **Delete Workspce**, strictly speaking it is **Exit MEMDMAKR** or **Delete Workspce** that erases the document in the workspace.)

You can type **n** **Return** or **no** **Return** instead of selecting **No, Discard**.

---

with the cursor in line  $n$ , ends a printed page at line  $n - 1$ ; the next page begins on line  $n + 1$ .

Selecting **Page Break** causes the page break symbol `.PA` to appear on screen in column 1 of the cursor line, and signals the printer to end a page after the preceding line. Any text that was on the cursor line, and the cursor, move to the next line, where the subsequent printed page will begin. The `.PA` symbols does not appear in print on either page.

See **Using MemoMaker**, "Show the printer where to end a page."

---

#### NOTE

Since the line count includes the `.PA` line, adding a `.PA` increases the length of the document by a line. **Skip Page** disregards `.PA` lines for counting purposes; that is, if the cursor is in line 1 and line 56 contains `.PA`, **Skip Page** will move the cursor to line 57 instead of line 56.

WordStar users: note that `.PA` is the WordStar page break symbol: you can use MemoMaker to paginate files for printing with WordStar. Note that WordStar does *not* include the line containing the page break symbol in the line count.

---



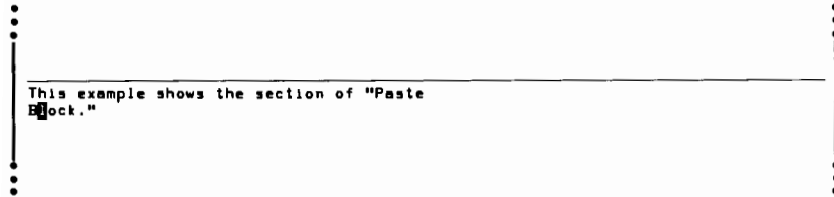
Either:

inserts a block stored with `Out Out Block`, `Copy Block`, or `Clear Line` at the current cursor position, splits the cursor line.

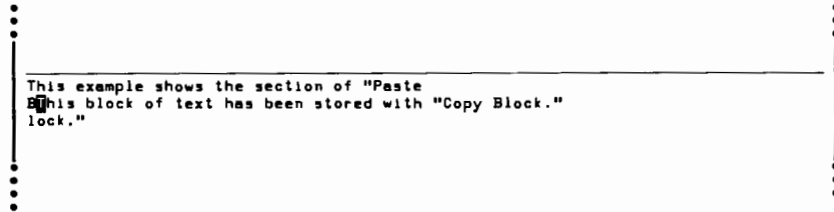
With a stored block—

This block of text has been stored with "Copy Block."

— and the cursor positioned as below:



`Paste Block` produces the following:



The cursor line is split, with the section beginning at the cursor pushed to the end of the last line of the stored block.

Or:

pushes the cursor line down, inserts a line stored with Delete  
Line

With a stored line—

This line is stored with "Delete Line."

— and the cursor positioned as below:

```
.....
|
|
|-----
| This example shows the section of "Paste
| Block."
|
|
|
|
|
|
|
```

Paste Block produces the following:

```
.....
|
|
|-----
| This example shows the section of "Paste
| This line is stored with "Delete Line."
| Block."
|
|
|
|
|
|
|
```

The entire cursor line is pushed down, and the stored line inserted in its place.

## NOTE

You can treat a line as a block, i.e. store it with **Cut Out Block**, **Copy Block**, or **Clear Line**. You need to place the cursor on the first character in the line to store the line with **Clear Line**.

After you copy stored blocks or lines you will usually need to use **Align Block** to realign your text. For more information, see **Using MemoMaker**, "Realign a block of text, approve the new alignment."

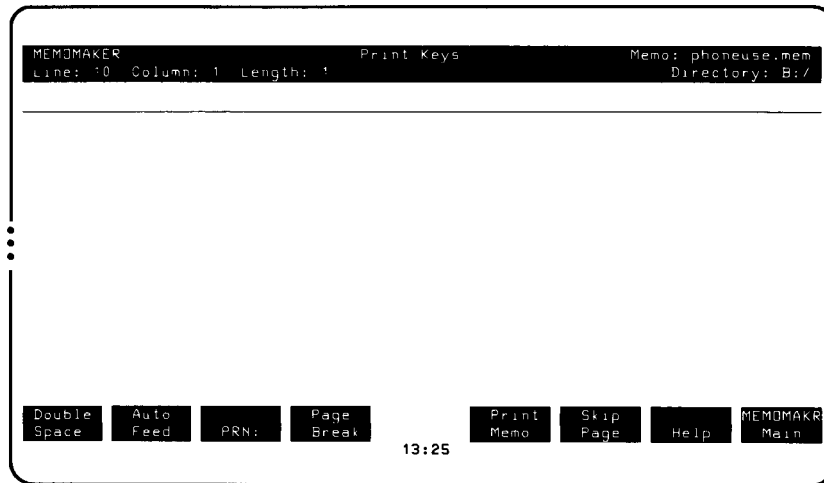
You can put a block from one document in block storage, use **Get Memo** to bring a second document into the workspace, and then use **Paste Block** to insert the block in the second document.

To insert an entire file into another file, mark the beginning and end of the first file with **Cut Out Block** or **Copy Block**, then use the technique outlined above to insert this "block" in the second file. You can use this technique to append a file to another file. See **Using MemoMaker**, "Insert a document, or a copy of a document, into another document" and "Append a document, or a copy of a document, to another document."

**Print  
Keys**

### 1. Main Keys

**displays the Print Keys.**



with “auto feed” on, prints the entire document in the workspace starting at the cursor position; with it off, prints a page of the document in the workspace starting at the cursor position every time you select it. With either, displays the **Print Memo** Extension.

After you select **Print Memo** with “auto feed” off, the printer prints a page, then pauses; at the pause, the cursor is at the beginning of the next page and the Print Keys are displayed; you insert another sheet of paper if you are using single sheets, select **Print Memo** again, and so on.

See **Using MemoMaker**, “Print a file in disc storage” and “Print the document in the workspace.”

---

#### NOTE

You are ready to print when:

- the document you wish to print is in the workspace
- the cursor is at the point in the document where you wish to start printing
- your printer is prepared for printing
- the following settings are correct—

**Double  
Space** \*

**Auto  
Feed** \*

**PRN:** \* or **LST:** \* or **AUX:** \*

You can print whatever pages in the workspace document you want by leaving **Auto Feed** off, selecting **Print Memo**, and using **Skip Page** to “page” through the document; you select **Print Memo** whenever you get to a page you want to print.

You can page through the document with any key that moves the cursor, not just with **Skip Page**, and you can start a page anywhere that you place the cursor; only by using **Skip Page**, however, can you maintain regular pagination while you are doing this.

**selects the printer MemoMaker will use.**

MemoMaker documents can be printed with your primary printer (**PRN: \***), secondary printer (**LST: \***), or internal printer (**AUX: \***). The printer selection key always displays one of these three labels; it changes labels when you touch it. When you load MemoMaker, the printer selection key is labeled **PRN: \*** (primary printer) unless you have reset it in the file **startup.fmt**.

If you have only one external printer connected to your HP150, it will be considered "primary."

See **Using MemoMaker**, "Change MemoMaker's printer selection setting."

**resets the right margin in the column where the cursor is located.**

When you load MemoMaker, the right margin is set at column 65 unless you have reset it in the file **startup.fmt**. You can identify the current right margin by examining the ruler line displayed when you select **Format Keys**.

See **Using MemoMaker**, "Change a margin setting."

---

#### NOTE

The right margin cannot be set to the right of column 79. If it is in column 79, or if the margins are released, you can type as far as column 79 and no further. (The cursor will move to column 80, but when you type another character, the word it is in "wraps" to the left margin of the next line.)

The right margin cannot be set to the left of the left margin.

---

**begins storage of the current format as a disc file; displays the File Naming Extension so that you can name or rename the file.**

**Save Format** records in a file on disc the format currently set for MemoMaker. This includes:

- margin settings
- tab stops
- justification status
- enhancement setting (“underline,” “bold,” or “none”)
- **Ins Char** setting
- logged drive and directory settings
- printer selection setting
- printer feed setting (manual or automatic)
- printer line setting (single- or double-space).

When you select **Get Format** at a subsequent time and specify that file, the format in the file supercedes whatever format is then set for MemoMaker.

See **Using MemoMaker**, “Store MemoMaker’s current format in a file in the logged directory.”

---

#### NOTE

You can use any file name recognized by the File Manager for format files. The extension **.fmt** will help you to identify format files, e.g. **table.fmt**, **pica.fmt**, **letter.fmt**, **outline.fmt**.

---



lets you rename the document in the workspace or name a “nameless” document, then stores a copy of the document on a disc; displays the File Saving Extension in case you don’t need to rename or name the document.

**Save Memo** leaves the document you have saved in the workspace: you can continue writing, revising, or reviewing it.

See **Using MemoMaker**, “Store the ‘nameless’ document currently in the workspace...” and “Update a document stored on disc...”

---

#### NOTE

When you are working on a single document for an extended period of time, use **Save Memo** periodically— perhaps once every half hour— to update the copy of it in disc storage. This way no power failure or other calamity can obliterate more than a small portion of your work.

Use **Save Memo** to rename a file that you have revised if you wish to save both the original and revised versions of it on disc. If you have finished revising and only need to update the file— that is, save the revised version but dispose of the original— you can also use **Delete Workspace**, **Exit MEMOMAKER**, or **Get Memo**. All permit updating.

sets a tab stop in the column where the cursor is located.

When you load MemoMaker, the tab stops are set at columns 1, 6, 11, 16, and so on unless you have reset them in the file **startup.fmt**.

You can identify the current tab stops by examining the ruler line displayed when you select **Format Keys**.

See **Using MemoMaker**, “Set a tab stop.”

when “auto feed” is off, prevents the next page in the document in the workspace from being printed; moves the cursor to the first column of the first line of the page after that so that **Print Memo** can resume printing at the cursor point.

You can print whatever pages in the workspace document you want by leaving “auto feed” off, selecting **Print Memo**, and using **Skip Page** to “page” through the document; you select **Print Memo** whenever you get to a page you want to print.

---

#### NOTE

You can page through the document with any key that moves the cursor, not just with **Skip Page**, and you can start a page at the beginning of any line in which you place the cursor; only by using **Skip Page**, however, can you maintain regular pagination while you are doing this.

When “auto feed” and “double space” are off, MemoMaker defines *page* as

- any 55 lines starting with the line the cursor is on; or
- any group of less than 55 lines starting with the cursor line and ending with the line before the page break symbol .PA appears or the last line in the document.

When “auto feed” and “double space” are on, MemoMaker defines *page* as

- any 28 lines starting with the line the cursor is on; or
- any group of less than 28 lines starting with the cursor line and ending with the line before the page break symbol .PA appears or the last line in the document.

xxxxxxx  
.xxx

equivalent in effect to typing `xxxxxxx.xxx` and pressing the  key; redisplay the Main Keys or File Keys.

With `Get Memo` and `Save Memo`, this function key is labeled with the file name of the document in the workspace.

With `Get Format` and `Save Format`, the key is labeled with the file name of the current format.

---

#### NOTE

`xxxxxxx.xxx` is a sample file name; the function key referred to as `xxxxxxx.xxx` in this manual will appear on your screen labeled as `memo.tp1` or `startup.fmt` or some other file name, and is unlikely to appear as `xxxxxxx.xxx`.

The main uses of this function key are with `Save Memo` and `Save Format`, where it is used to save the document in the workspace or the current format as a disc file. With `Save Format`, when `xxxxxxx.xxx` is `startup.fmt`, selecting it has the effect of updating the format MemoMaker is loaded with. See "The `startup.fmt` File" in Chapter 5.

If you select `Yes, Save` after `Get Memo`, selecting `xxxxxxx.xxx` next merely replaces the document in the workspace with itself.

If you select `No, Discard` and then `xxxxxxx.xxx`, the effect is to retrieve the original disc version of the document whose workspace version you just abandoned. You may wish to do this if you have botched a revision and want to start over with it.

When `xxxxxxx.xxx` is not in the logged directory on a disc on the logged drive, selecting `xxxxxxx.xxx` is equivalent to typing the full drive and directory designation: `xxxxxxx.xxx` might be equivalent to `A:\john\memos\sickpay\xxxxxxx.xxx` (The reason for such abbreviation is that the full designation is too large to fit onto the label.)

When there is a document in the workspace that you have not named, the top line on your screen reads `File: NAMELESS`. Strictly speaking, however, such a document actually has a name: **NAMELESS**. For this reason, when you select `Save Memo` or `Get Memo` with a "nameless" document in the workspace, the `xxxxxxx.xxx` key will be labeled `NAMELESS`, and selecting it will store the document in the workspace on disc with the file name **NAMELESS** or attempt to retrieve a file named **NAMELESS** from disc storage. For more information on the file name **NAMELESS**, see the section called "Who shall remain NAMELESS..." in Chapter 5.

---

`Yes,  
Save`

## 7. File Saving Extension

after you have selected `Get Memo`, `Exit MEMOMAKR`, or `Delete Workspce`, stores the memo or other document in the workspace as a disc file; if the document in the workspace was retrieved from disc storage and then revised, deletes the original disc file, i.e. updates the document.

You "update" after you have retrieved a copy of a document stored as a disc file and made changes in the document, when you store the new version of the document on disc in place of the old.

with `Get Memo`, displays the File Naming Extension; executes `Exit MEMOMAKR` and `Delete Workspce`.

---

### NOTE

If you have not named the document in the workspace, the top line on your screen will read `File: NAMELESS`. Strictly speaking, however, such a document actually has a name: **NAMELESS**. For this reason, when you select `Yes, Save` with a "nameless" document in the workspace, it will be stored on disc with the file name **NAMELESS**. You should use `Save Memo` to name the document in the workspace before you save it: once you have given it an appropriate name, you can use `Get Memo`, `Exit MEMOMAKR`, or `Delete Workspce` as well as `Save Memo` to save it. For more information on the file name **NAMELESS**, see the section called "Who shall remain NAMELESS..." in Chapter 5.

You can type `y` `Return` or `yes` `Return` instead of selecting `Yes, Save`.

---

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## Chapter 5

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# MEMOMAKER FILES

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## Drives, Discs, Directories

If your system uses a flexible disc drive that holds two discs, your MemoMaker Work Disc will probably go in drive A and the disc that contains MemoMaker document files in drive B. You can use MemoMaker whether or not this is your arrangement, but if it isn't you may need to modify MemoMaker slightly. Read the following section to see whether you need to.

### The Logged Drive and the Logged Directory

When you select the function key **Save Memo** to store a file in a directory on disc, or when you select **Get Memo** to retrieve a file from a directory on disc, you ordinarily don't have to specify the disc or name the directory. Unless you specify the disc or name the directory, MemoMaker "assumes" that you mean the disc in the logged drive and the logged directory on that disc. When you first receive MemoMaker, it assumes that the logged drive is B and the logged directory the root directory on B. In other words, it assumes that **memo.txt** is really **B:\memo.txt**.

If the full path name of **memo.txt** is actually **C:\john\memo.txt**, you can type it in and avoid the logged drive and directory. But if it would be more convenient for you to make drive C, or some other drive, the logged drive, and **\john**, or some other path name, the logged directory, then you have two other options. The first is to enter the File Manager after you load MemoMaker, select a drive other than B and a directory other than the root directory, and then return to MemoMaker— these will be the logged drive and directory until you exit MemoMaker.

The second option, the modification mentioned above, is to change the logged drive and directory MemoMaker is loaded with. This simple procedure is described in Chapter 1, "Change the format MemoMaker is loaded with i.e. change **startup.fmt**."

## Files

### The **startup.fmt** File

When you receive MemoMaker, a file on the Master Disc named **startup.fmt** contains the following format specifications:

- left and right margins: columns 1 and 65
- tab stops: columns 1, 6, 11, 16, 21, and so on
- justification status: off (**Justify**)
- enhancement setting: "underline" (**Enhance: Underline**, *not* **Enhance: Bold** or **Enhance: None**)
- **InS Char** status: off ("writeover" mode)
- logged disc drive and directory: "root of B" (**B:\**)
- printer selection setting: primary printer (**PRN:**)
- printer feed setting: manual, i.e. "single sheet" (**Auto Feed**)
- printer line setting: single space, i.e. *not* double space (**Double Space**)

You can change any of these specifications after you start MemoMaker up, i.e. load it, but unless you modify **startup.fmt**, the next time you load MemoMaker it will revert to the original specifications.

Although **startup.fmt** contains these standard specifications when you receive MemoMaker, MemoMaker will be loaded with them even if **startup.fmt** is moved or deleted from the MemoMaker Work Disc; that is, you need **startup.fmt** only if you want MemoMaker to start up with "non-standard" settings. The file **startup.fmt** must remain on the Work Disc to function automatically when you load MemoMaker. If you have deleted **startup.fmt** and need to recreate it, designate the drive containing the MemoMaker Work Disc when you save it.

To modify **startup.fmt**, see "Change the format MemoMaker is loaded with, i.e. change **startup.fmt**."

## The File Manager

You use MemoMaker to store a file on disc or retrieve it when

- you know or are making up the name of the file, and
- it goes to or comes from the logged directory on a disc in the logged drive, or to a drive and directory you know how to designate.

For any other disc procedure involving MemoMaker files, however, you need to put MemoMaker “on hold” and use the File Manager. With the File Manager, you can carry out a number of procedures that MemoMaker is incapable of; namely:

- display on screen the names of the files in any directory that may contain MemoMaker files
- change the drive or directory or both that MemoMaker recognizes as logged
- copy a MemoMaker file that exists on one disc onto the disc that contains it or onto another disc
- erase a MemoMaker file from a disc
- rename a MemoMaker file
- “browse” through a MemoMaker file while another MemoMaker file is in the workspace

In addition, the File Manager is capable of passing a file into the MemoMaker workspace—the equivalent of using `Get Memo` to retrieve a file. If there is already a document in the MemoMaker workspace when the File Manager passes a file into it, you are given a chance to update or save it on disc before the new file replaces it.

You get to the File Manager from the File Keys or from an extension to `Get Memo`, `Save Memo`, `Get Format`, and `Save Format` by pressing the `File Manager` function key. MemoMaker remains loaded while you use the File Manager: when you return control to MemoMaker after using the File Manager, MemoMaker is just as you left it. For more information about the File Manager, see the HP150 Owner’s Manual.



**“Under no circumstances...”**

**Never** remove the MemoMaker Work Disc while MemoMaker is loaded. In addition, be very careful what files you remove from the Work Disc. Bear in mind that there are a number of files that need to stay there, with their given names, in order for MemoMaker to function properly:

<b>memomakr.ovl</b>	contains the actual MemoMaker program ; write-protected
<b>memomkr1. \$\$\$</b>	contains part of the MemoMaker workspace
<b>memomkr2. \$\$\$</b>	contains MemoMaker’s block storage
<b>message.txt</b>	contains error messages, screen prompts, and function key labels; write-protected
<b>run.exe</b>	contains the HP150 Memory Manager; write-protected
<b>syslib.pas</b>	contains the HP150 run-time library; write-protected

In addition, your Work Disc contains several files, not strictly necessary, that make MemoMaker easier to use:

<b>help.txt</b>	contains all the MemoMaker Help screens
<b>letter.tpl</b>	contains the letter template
<b>memo.tpl</b>	contains the memo template
<b>startup.fmt</b>	contains the format MemoMaker is loaded with

With **help.txt**, in particular, “under no circumstances” is an exaggeration: see Chapter 3, the section titled “I don’t need your Help any longer....,” for a reason why to move **help.txt** and the way to do it.

Since the logged drive will ordinarily not be the same as the drive containing the Work Disc, and four of the files are write-protected, it would take a special effort on your part to erase or rename or move these files.

Your Work Disc contains two files, **deckchrs.let** and **rufdraft.let**, that are designed to be used with the Getting Started section of this manual. If you have completed that section and no one else will be using it, deleting these two files will save you a little room.

## File Names

### What sort of file names can I give MemoMaker documents?

From MemoMaker's point of view, any file name formed according to the rules for naming files observed by the File Manager will do. That is, a MemoMaker file name

- must be from 1 to 8 characters long, e.g. **filename**
- can have an extension 1 to 3 characters long that is preceded by a period (.), e.g. **filename.ext**
- must be preceded by a drive designation and path name if the disc containing the file is not in the logged drive, or if the file is on a disc in the logged drive but not part of the logged directory on the disc; e.g. **B:\john\filename.ext**
- can have an extension such as **.com** or **.prn** or **.lnk** reserved by MS-DOS or another application (but to avoid confusion probably shouldn't have!).

### What sort of file names should I give MemoMaker documents?

If you keep both MemoMaker files and other sorts of files in the same directories, you need to give the MemoMaker files names that set them off from the others. You can give them all the same file name extension, such as **.mem**, or begin the file names themselves with **mem** or some identifying characters.

In the latter case, or if you keep special discs for MemoMaker files and have no need to identify them, you can use file name extensions to distinguish between different kinds of MemoMaker files, or between related files created on different dates.

Here are some file name extensions that you can use to distinguish between different kinds of MemoMaker files:

<b>.bak</b>	a backup file
<b>.fmt</b>	a format saved with <b>Save Format</b>
<b>.let</b>	a letter
<b>.mem</b>	a memo
<b>.nts</b>	notes
<b>.out</b>	an outline
<b>.rep</b>	a report
<b>.rev</b>	a revised document
<b>.tpl</b>	a template

The three file names below might refer to a series of letters written to the IRS in January, April, and November 1984:

**irslet.014**

**irslet.044**

**irslet.114**

By using extensions to distinguish between document types or dates, you leave yourself free to use the file names themselves to identify document topics or— with letters— recipients.

#### **“Who shall remain NAMELESS...”**

When there is no document in the workspace, or when there is a document in the workspace that you have not named, the top line on your screen reads **File: NAMELESS**. Strictly speaking, however, the empty workspace or not-yet-named document actually has a file name— no less than **NAMELESS** itself. This means that if you select **Get Memo** with a “nameless” document in the workspace and then select **Yes, Save**, the document in the workspace will be stored on disc as a file named **NAMELESS**. It also means that when you use **Save Memo** to save such a document, a function key labeled **NAMELESS** will be displayed, and selection of that key will bring about the same result.

Clearly the best way to save a “nameless” document is to select **Save Memo**, respond to

**Enter file name (or use the File Manager).**

by giving it an appropriate file name such as **sickpay.mem**, and then save it under that name. However, if you inadvertently save a document as **NAMELESS**, no harm need be done. Simply put MemoMaker on hold, select **File Manager**, and give the file another name. Alternatively, use **Get Memo** to retrieve it, then use **Save Memo** to rename it while it is still in the workspace.

**WARNING:** If you don't change the name of a document that you have stored on disc as **NAMELESS** before you store a second document on disc as **NAMELESS**, the second **NAMELESS** may replace— and obliterate— the first. (MemoMaker will “assume” that there is a single file named **NAMELESS**, and that you are performing a routine update of it.) This is one of a number of reasons why it is good file management practice to name your documents before you save them, not after.

# Templates

MemoMaker comes with templates that make it easy to produce memos and letters on your printed memo forms or letterhead stationery. The templates are contained in two files, **letter.tpl** and **memo.tpl**, on the Work Disc. You can use the template files as is or modify them, and you can create new template files.

If you type your own letterhead, or some other frequent word combination, you can save time by programming the user-defined function keys so that they type it for you. The keys are programmable when you press **CTRL** **Menu**, and available for use when you press **CTRL** **User System**. See your HP150 Owner's Manual for more information about these function keys.

## The Memo Template

On the screen, the memo template **memo.tpl** looks like this:

```

:
:
:-----:
: FROMNAME          DATE
:
: TONAME            SUBJECT
:
: BEGIN MEMO HERE
:
:
:
```

If you printed it on a preprinted memo form, it would look like this:

### **SHORE TO SHIP PRODUCTS**

7 Ocean Boulevard, San Diego, California 92127

---

---

FROM: FROMNAME                      DATE: DATE

TO: TONAME                              SUBJECT: SUBJECT

BEGIN MEMO HERE

To use the template, you type your name over FROMNAME, the recipient's name over TONAME, and so on, so that it looks like this when you print it out:

### SHORE TO SHIP PRODUCTS

7 Ocean Boulevard, San Diego, California 92127

---

---

FROM: Marty M.

DATE: June 28, 1984

TO: Jim

SUBJECT: Deckchairs

Just to underscore what I told you yesterday morning, the floating cushion picture looks pretty grim, and we are going to

---

### Checking and Aligning the Memo Template

The memo template is designed to fit a standard memo form, but on your forms it may come out looking something like this:

### SHORE TO SHIP PRODUCTS

7 Ocean Boulevard, San Diego, California 92127

---

---

FROMNAME

DATE

FROM:

DATE:

TONAME

SUBJECT

TO:

SUBJECT:

BEGIN MEMO HERE

---

If it does, you need to align your template. Follow these steps to check and align **memo.tpl**:

1. Retrieve **memo.tpl** and print it on a preprinted memo form. (Remember that **memo.tpl** is on the work disc: you will probably have to designate its drive and directory.)
2. Check the alignment; if it is off—

3. Estimate how many columns and lines you need to move the template entries to align them.
4. Move the template entries according to the column-and-line estimates you make in step 3.
5. Print **memo.tpl** on another preprinted memo form.
6. Check the alignment; if it is off, repeat steps 3-6.

### Using the Memo Template

To write a memo with a correctly aligned memo template, follow these steps:

1. Retrieve **memo.tpl** from the work disc.
2. Write your entries over the template entries FROMNAME; TONAME; DATE; and SUBJECT . Be sure to leave no trace of the template entries.
3. Write your memo, starting by writing over BEGIN MEMO HERE.
4. Print your memo.
5. Using **Save Memo**, change the file name of your memo from **memo.tpl** and save it.

Notice that step 5 leaves **memo.tpl** as it was before step 2— ready to use with your next memo.

### The Letter Template

On the screen, the letter template **letter.tpl** looks like this:

```

:
:
:-----:
DATE
Dear
BEGIN LETTER HERE

Sincerely,

NAME
:
:
```

If you printed it on letterhead stationery, it would look like this:

**SHORE TO SHIP PRODUCTS**

7 Ocean Boulevard, San Diego, California 92127

---

---

DATE

Dear

BEGIN LETTER HERE

Sincerely,

NAME



To use the template, you type the date over **DATE**, the recipient's name over **NAME**, the beginning of the letter over **BEGIN LETTER HERE**, then the rest of your letter— it should look like the letter below when you print it out. Although **SINCERELY** comes just a couple of lines below **BEGIN LETTER HERE**, you don't have to write a telegram: Every time you write another line, **SINCERELY** and **YOURNAME** below it drop down another line automatically to compensate. (You will want to change **YOURNAME** to your own name on the template; if your letters begin with something other than the date, you should change that too.)

**SHORE TO SHIP PRODUCTS**

7 Ocean Boulevard, San Diego, California 92127


---

---

June 28, 1984

Dear Mr. Ahab,

I am sorry to hear that the delay in our shipment of deck chairs has inconvenienced you, but I find it hard to believe that



You check, align, and use the letter template in exactly the same way that you check, align, and use the memo template. Refer to the two previous sections for procedures.

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# Appendix A:

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## IN CASE OF DIFFICULTY...

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- Messages:** Can't call the File Manager .
- Condition:** Selecting `File Manager` didn't give you access to the File Manager.
- Remedy:** Use P.A.M., which contains the File Manager, to load MemoMaker.
- 
- Messages:** Can't create xxx\xxxxxxx.xxx. Check file name .
- Condition:** The drive on which you are saving xxx\xxxxxxx.xxx does not contain a disc, or the disc in it does not contain the directory xxx\.
- Remedy:** Type the name of a path that exists on the disc in the drive, insert a disc in the drive that contains the directory \xxx and then type xxx\xxxxxxx.xxx, or use File Manager to create the directory \xxx on the current disc and then type xxx\xxxxxxx.xxx again.
- 
- Messages:** Input error while reading xxxxxxxx.xxx.
- Condition:** Before you finished retrieving xxxxxxxx.xxx, you removed the disc it was stored on.
- Remedy:** Retrieve xxxxxxxx.xxx, this time without removing the disc.



<b>Messages:</b>	Lines in the input file were split because they were too long.
<b>Condition:</b>	You retrieved a file—probably a WordStar file—containing lines longer than MemoMaker’s maximum line length of 79 columns. The lines have been split at column 79.
<b>Messages:</b>	Output error while writing xxxxxxxx.xxx. Check free disc space.
<b>Condition:</b>	Before you finished saving the current document as xxxxxxxx.xxx, you removed the disc on which you were saving it or filled the disc.
<b>Remedy:</b>	Save xxxxxxxx.xxx, this time without removing the disc or this time on a disc with room for it.
<b>Messages:</b>	Work Disc is full. Exit or save and exit.
<b>Condition:</b>	<p>The Work Disc contains two temporary files, one containing “block storage” and one containing part of the workspace. The combined size of these two files, which varies with the size of your document, has reached its limit. (The limit varies with the size of your system processor’s memory and with the amount of space available for MemoMaker functions on your MemoMaker Work Disc.)</p> <p>You acquired this condition by creating a document so large that it expanded the workspace to its maximum size, or by defining a block so large that it expanded block storage to its maximum size, or by doing both. For example, you created a large document, then revised it, then defined the entire document as a block for realignment purposes.</p>

**Short Term Remedy:** You need to exit MemoMaker immediately to prevent damage to the files on your Work Disc. (If you wish to preserve the document in the workspace, you need to “save and exit” immediately.) If you save the document in the workspace, designate a disc other than the Work Disc for it.

**Long Term Remedy:** If the document is too large, you need to split it into two smaller sections. To do so, retrieve it, mark half of it as a block with `Out Out: Block`, then use the procedure described in Using MemoMaker for making a separate document out of a block. Use `Yes, Save` in the procedure— that updates the file you retrieved, which now contains the other half of the original document.

If the block was too large, retrieve the file and perform the block operation you attempted in parts: cut out, copy, align, or enhance the section you treated as a single block in several block operations.

**Messages:** `xxxxxxx.xxx does not currently exist.`

**Condition:** You tried to retrieve xxxxxxxx.xxx from a disc that doesn't contain it.

**Remedy:** Use File Manager to determine what files are on the disc.

### “Beeps”

1. That key is not used by MemoMaker.
2. That key cannot be used during the procedure you are now carrying out.



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## Appendix B:

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# MEMOMAKER AND WORDSTAR

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MemoMaker is a simple word processor, ideal for the composition and printing of brief documents. WordStar is a sophisticated word processor, ideal for large, complicated document production jobs. Both are adapted to the HP150. In a typical office situation, WordStar might be used by word processing professionals, MemoMaker by managers who routinely composed memos, letters, procedures, or short reports, but otherwise had no need to use a word processor.

MemoMaker and WordStar files are compatible. This means that you can use MemoMaker to write a memo, then use WordStar to revise it or print it or both. Alternatively, you can use WordStar to write, MemoMaker to revise or print.

If both MemoMaker and WordStar are used on your HP150 computer system, how can you put this compatibility to use? Here are four scenarios:

1. The only printer in your office is connected to the HP150 on which your assistant uses WordStar. You compose a memo with MemoMaker, save it on a flexible disc, and hand the disc to your assistant, who uses WordStar to print it.
2. You want to revise a short section of a long report that was prepared with WordStar. You are unfamiliar with WordStar, but because MemoMaker can read WordStar files you can use it for the job.

3. Your assistant needs to use the WordStar-compatible program MailMerge to send out a form letter to your customers, but you yourself use MemoMaker to draft the actual letter.
4. You use MemoMaker to compose a memo, but you let your assistant review it for spelling errors with the WordStar-compatible program SpellStar.

MemoMaker users can also benefit from a number of products beside MemoMaker that are “WordStar compatible”— electronic style guides and thesauruses; software that generates tables of contents, footnotes, bibliographies, and indexes automatically; software that allows WordStar files to be typeset; and electronic mail and messaging systems. By being WordStar compatible, MemoMaker files are compatible with these products. Consult individual product specifications and manuals for more information about WordStar compatibility.

## For WordStar Users

WordStar and MemoMaker have compatible files and perform many identical functions, but different function keys initiate these functions and different procedures carry them out. For this reason, **WordStar users who want to use MemoMaker will have to approach it as a completely different word processor, not as a smaller and simpler version of WordStar.**

### File Compatibility

MemoMaker observes the same file name conventions as WordStar does.

MemoMaker files are compatible with WordStar *document* files and contain a subset of WordStar document file features. For example, they distinguish between “hard” and “soft” carriage returns for word wrap, and between “hard” and “soft” spaces for justification.

They also display and print boldface and underlined text from WordStar files, though the display is according to MemoMaker format— actual boldface and, for underlining, italics. Unlike WordStar, however, MemoMaker will not print “multiple enhancements”; that is, if you create a document with WordStar containing words that are both underlined and boldface, MemoMaker will print the words with only one of these enhancements. Also, where WordStar enhancement markers act as switches (**^PS** turns underlining “on” when you use it the first time, “off” when you use it again), the same markers in MemoMaker work only in pairs; that is, **^PS** only turns underlining on if another **^PS** actually follows it to turn it off.

```
•••••
|-----|
| This file was written with WordStar. |
| This sentence contains boldface type. |
| This sentence contains an underlined word. |
| This boldface sentence contains an underlined word. |
| This sentence use overprinting to represent "plus over minus": +-. |
|-----|
•••••
```

With enhancements and other WordStar features, such as “soft” hyphens, microjustification, and overprinting, MemoMaker files preserve the relevant information in the WordStar files even though MemoMaker itself cannot act on it. This means, for example, that you can edit a WordStar file with MemoMaker and then return it to WordStar for printing without losing important printer control information. All in-text WordStar control characters except **^S** and **^B** (for underlining and boldface) are displayed by MemoMaker as capital letters in inverse video. **^S** and **^B** cause MemoMaker to display underlining and boldfacing in its usual fashion but are not themselves displayed. WordStar “soft” hyphens are displayed by MemoMaker as ordinary, i.e. “hard,” hyphens.

When you use MemoMaker to print a WordStar file that contains control characters or dot commands that MemoMaker cannot act on, you will find that they appear on the printed page instead— whether you want them to or not. If you do not want them to appear, you will need to strip them from the file before you use MemoMaker to print it.

When you use MemoMaker to prepare a file for printing with WordStar, you can put WordStar control characters such as **^H** (“overprint”) into it, just as if you were using WordStar. MemoMaker displays such a character as a capital letter in inverse video, but when you use the file with WordStar the character is displayed, and affects printing, in the usual WordStar fashion. Use CTRL H, not CTRL P H as you would with WordStar or ^ H, to insert **^H**.

### **“To compare great things with small...”**

Here is a list of important WordStar functions and features that MemoMaker does *not* contain:

- automatic file backup
- text entry and revision:
  - hyphen help
  - block column operations
  - search-and-replace
  - global operations
- screen display:
  - flag character display
  - automatic multiple spacing on screen
- ability to run other programs, e.g. MailMerge
- functions performed with printer control (dot) commands

WordStar users should consider this list when they are deciding whether or not to use the much simpler MemoMaker for a given task. In some cases, it may be practical to divide the work of document creation between MemoMaker and WordStar, with MemoMaker used to create the basic document and WordStar to polish it, print it, or prepare it for specialized uses.

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## Appendix C:

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# FOR HARD DISC USERS

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The main body of the MemoMaker manual was written with users of dual-floppy disc drives in mind; this section tells you how to compensate for the inconvenience.

Both MemoMaker and this manual "assume" that your MemoMaker Work Disc is in drive A and that you will be keeping files containing memos and other documents that you create with MemoMaker in the root directory of drive B. Further, MemoMaker makes it easy to save files on a disc, and retrieve or print them from a disc, by treating "B" as the logged drive and "root" (\) as the logged directory on that drive. ("Logging" means that if you tell MemoMaker to file a memo under the name **sickdays.mem**, it will automatically file **sickdays.mem** in the logged directory of the disc on logged drive; with MemoMaker, **sickdays.mem** = **B:\sickdays.mem**.)

Obviously the simplest way to adapt your larger disc drive to MemoMaker and the MemoMaker manual is to install MemoMaker in drive A and arrange your directory system so that you can store MemoMaker files in the root directory of drive B. If you can't install MemoMaker in drive A, however, things are still simple. When your MemoMaker Work Disc is in drive C, for example, and the manual tells you to save or retrieve **sickdays.mem** on the Work Disc in drive A, i.e. to specify **A:\sickdays.mem**, you simply specify **C:\sickdays.mem**.



Things are almost as simple if you can't use "B" as the logged drive and "root" as the logged directory. The long-term solution is to modify MemoMaker so that another logged drive and directory permanently replaces "root of B." Chapter 1, "Change the format MemoMaker is loaded with, i.e. change **startup.fmt**" tells you how to do that. If you want to change the logged drive and directory for a single MemoMaker session, but not permanently, see "Change the logged drive or logged directory or both" in Chapter 1.

### **Beginners Only**

If you turned to this appendix from **Getting Started**, if you can't use "root of B" as the logged directory, and if you want to get on with **Getting Started** with no more delay, your best bet is to override the MemoMaker logging system entirely. To do this, expand all file name entries mentioned in **Getting Started** that do not designate a drive or directory path so that they designate a drive and directory that are available for your MemoMaker document files. In other words, where **Getting Started** asks you to type **1stmemo**, you type something like **D:\usr\1stmemo**.

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
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

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